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Feed-in Tariff: Central Fit Register User Guide

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Target audience: All GB licensed electricity suppliers and other interested stakeholders.

Overview:

The Feed-in Tariffs (FITs) scheme incentivises the installation of renewable electricity generating technologies up to 5MW total installed capacity. It was introduced on 1 April 2010.

This document provides a guide for licensed electricity suppliers (FIT Licensees) to enable them to access the Central FIT Register (CFR) for the purpose of updating the CFR with details of FIT installations as well as to participate in the levelisation process.

Contact
Email: FITRegister@ofgem.gov.uk

Context

The Feed-In-Tariff scheme (FITs) is an environmental programme aimed at promoting widespread uptake of a range of small-scale low carbon electricity generation technologies. FITs requires FIT Licensees to pay fixed tariffs to small renewable and CHP generators for electricity generated and electricity exported to the national grid.

This guide has been following Comprehensive Review phase 2B.This includes new functionality for the Energy Efficiency requirement, and new Community energy and school requirement.

Associated Documents

- Feed-in Tariff: Guidance Document for Licensed Suppliers
http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=7&refer=Sustainability/Environment/fits

- Renewables and CHP Register user guide.
http://www.ofgem.gov.uk/Sustainability/Environment/RCHPreg/Documents1/Ofgem Renewable and CHP Register User Guide March 2008.pdf

New Functionality on the register

New additions to the guide are covered under the following chapters:-

- Site definition (Rules for entering MPANS)
  - Chapters 3, 4, 6,10
- Multi-installation warning messages
  - Chapters 3, 4, 8,9
- Preliminary Accreditation
  - Chapter 4

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1. Introduction

1.1. This user guide is designed to assist both FIT and Non-FIT Licensees to access and interact with the CFR for the purpose of administering the FIT Scheme.

1.2. Development of the CFR has occurred in phases. This guide has been updated to include new comprehensive review 2B functionality as well as some improvements to current functionality. This includes the addition of new questions in relation to community energy and schools installations, new questions as part of the energy efficiency requirement and new warning messages in relation to MPANs.

1.3. The guide covers the following areas:-

- User Access - How to access the CFR
- MCS Certified Registration – How to register an MCS certified installation on the CFR
- ROO-FIT Accredited Registration – How to register a ROO-FIT accredited installation.
- Searching – How to search for, retrieve and view an existing installation on the CFR.
- Edit/Update – How to update the details of an existing FIT installation, for instance to update the date of the Statement of FIT Terms or to change the Generator (owner of an installation).
- FIT Extensions – How to extend (add capacity) to an existing FIT installation.
- Levelisation – How both FIT and Non-FIT Licences submit data to support the Levelisation process
- Switching of FIT Installations – How and what both FIT Licensees need to do during the switching process
- Support – Detailing the support available to FIT Licensees when using the CFR.

2. Accessing the CFR

Chapter Summary

This chapter describes the registration and login procedure for accessing the CFR.

The FIT like the Renewables Obligation and other renewable schemes administered by Ofgem utilises the Renewables and CHP Register as a common platform to provide access and other functions to support CFR operation.

2.1. The CFR is accessible via the Ofgem Renewable and CHP Register. This can be accessed via the link below:

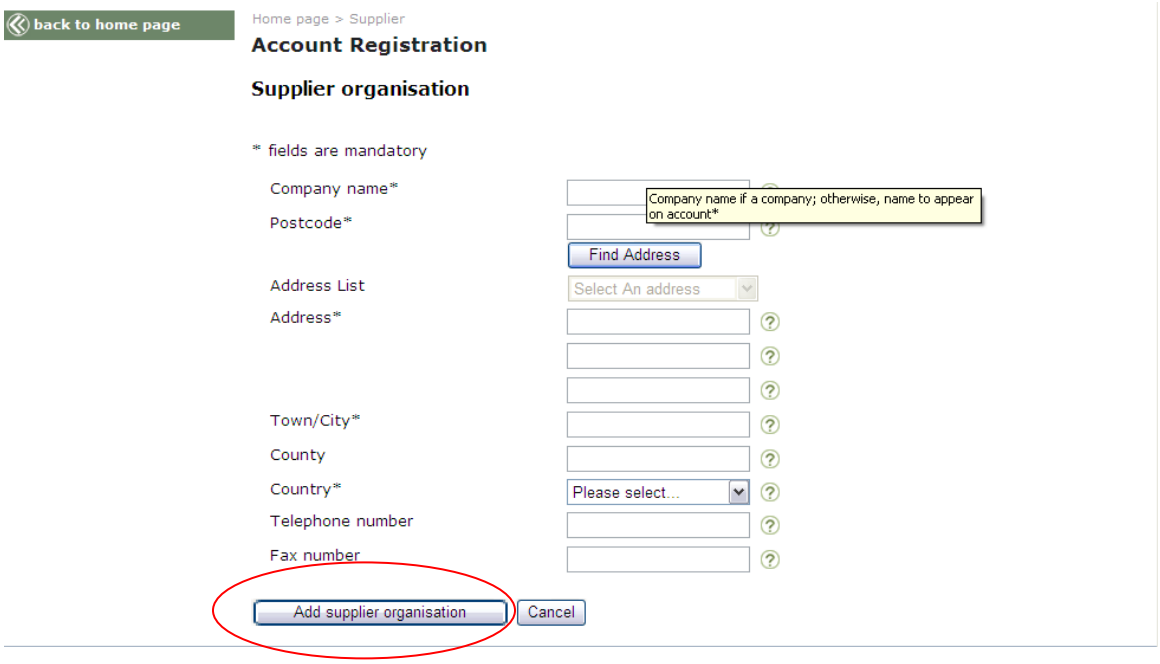
https://www.renewablesandchp.ofgem.gov.uk/

Registration Screen

2.2. In order to register as a FIT super user, the first step is to click on the 'Register' button which will take the applicant to the account registration screen.

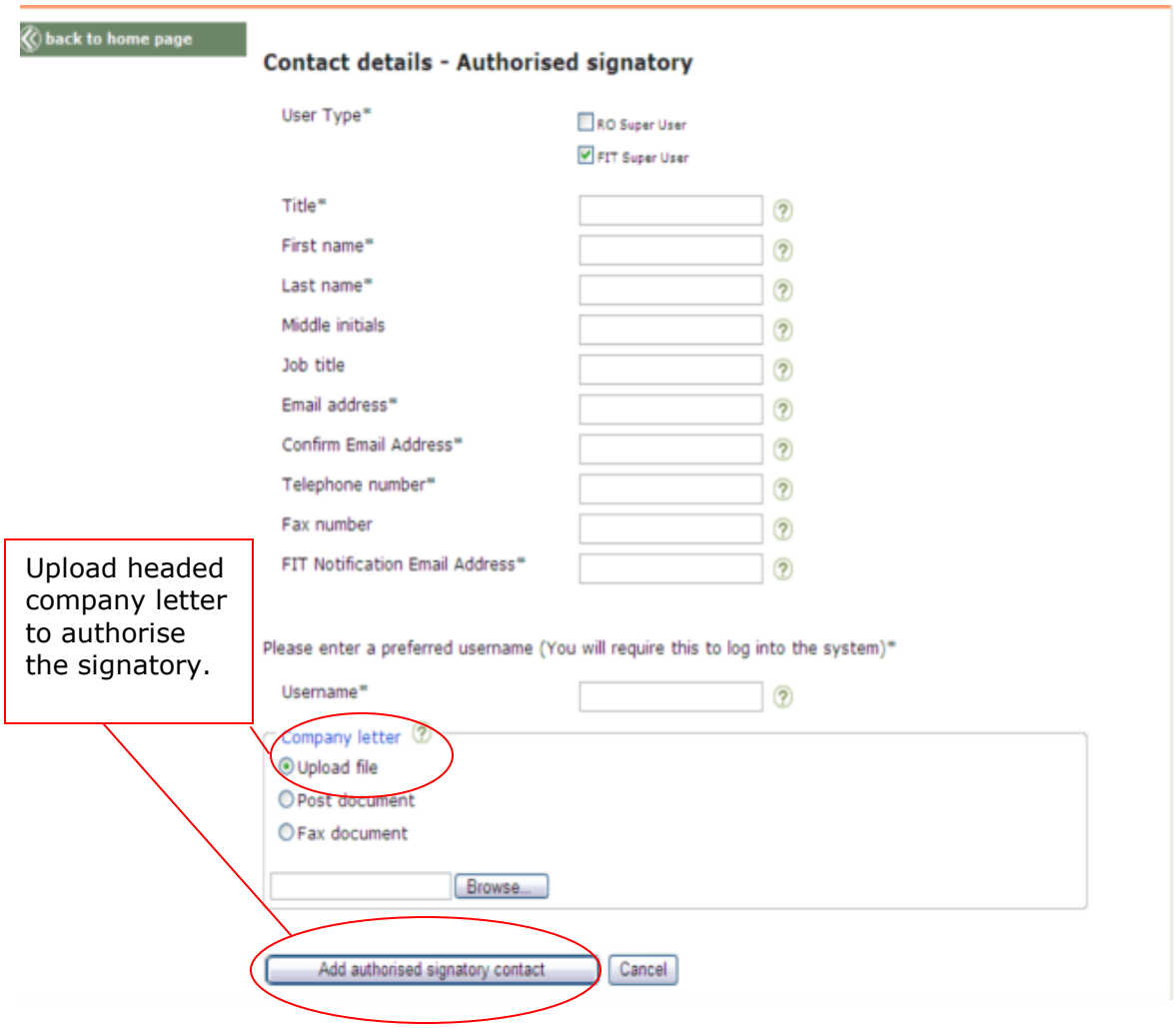
ofgem E-Serve
Accessibility | Contact us | Site map | Links
Welcome to the Ofgem Renewables and CHP Register
You are not logged in. What would you like to do?
The Renewables and CHP register will allow you to:
Log in
Forgotten details
Username
Password
Register
Go
View reports that are publicly available
Previously the ROC Register
View Public Reports
Copyright 2007 OFGEM. All rights reserved | Privacy Policy | Terms & Conditions | Freedom of information

2.3. Fill in the details i.e. organisation name and postal address and then click on 'Add supplier organisation'.

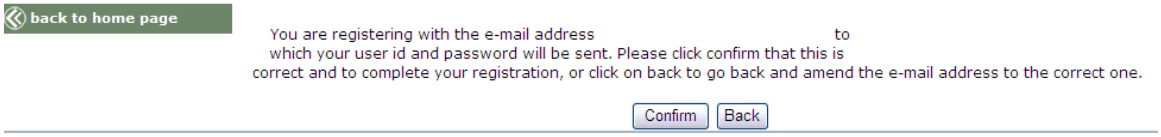


2.4. Fill in the authorised signatory contact details of the person who will become the super user and choose the option 'FIT super user'. Note that there can only be one FIT Super User per organisation and a company letter needs to be uploaded as evidence to support the registration. This should be a headed document signed by the company director, authorising the 'authorised signatory' to use the CFR.

2.5. Choose add authorised signatory contact.

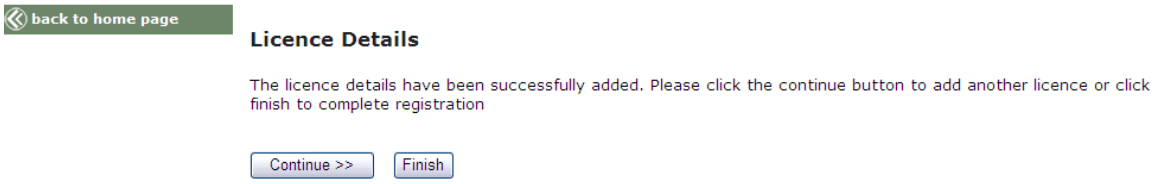


2.6. A confirmation screen will appear. Please read the confirmation statement and then choose 'confirm'.

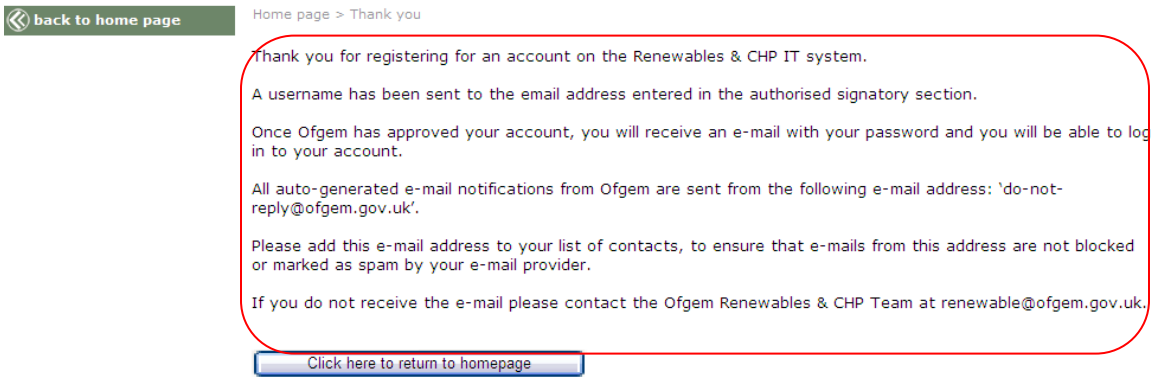

back to home page
You are registering with the e-mail address to which your user id and password will be sent. Please click confirm that this is correct and to complete your registration, or click on back to go back and amend the e-mail address to the correct one.
Confirm
Back

2.7. Fill in the following licence details screen, entering the licence company registration number, licence name, licence type and effective date. Choose the scheme option and then click 'submit'.

2.8. After submission click continue if you wish to add another licence or click finish to complete the registration.


back to home page
Licence Details
The licence details have been successfully added. Please click the continue button to add another licence or click finish to complete registration
Continue >>
Finish

2.9. An email with the account username will be sent to the authorised signatory Once approved the password details will be sent via a second email communication and the authorised signatory will then be able to log into the account.


back to home page
Home page > Thank you
Thank you for registering for an account on the Renewables & CHP IT system.
A username has been sent to the email address entered in the authorised signatory section.
Once Ofgem has approved your account, you will receive an e-mail with your password and you will be able to log in to your account.
All auto-generated e-mail notifications from Ofgem are sent from the following e-mail address: 'do-not-reply@ofgem.gov.uk'.
Please add this e-mail address to your list of contacts, to ensure that e-mails from this address are not blocked or marked as spam by your e-mail provider.
If you do not receive the e-mail please contact the Ofgem Renewables & CHP Team at renewable@ofgem.gov.uk.
Click here to return to homepage

Login Screen

2.10

a) Enter Username and Password that you received after the registering process
b) Click on *Go* button.

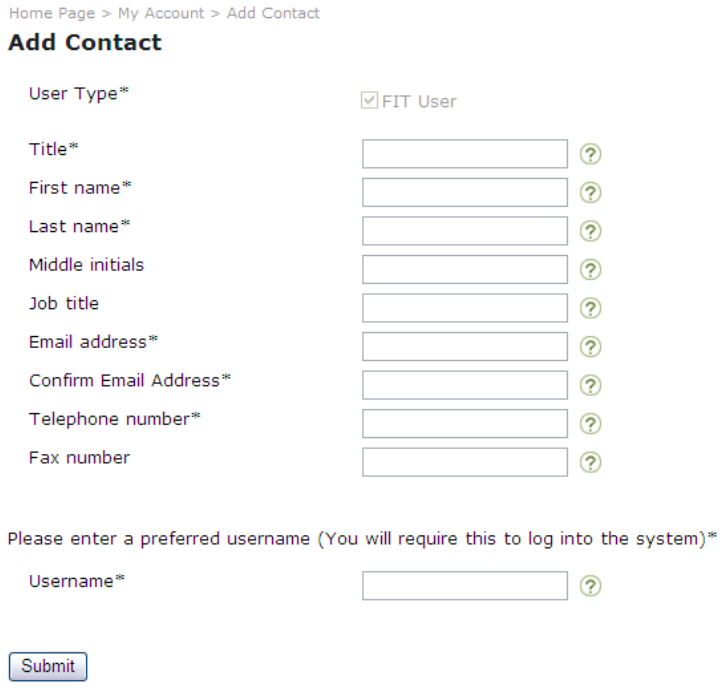
ofgem E-Serve
Accessibility | Contact us | Site map | Links
Welcome to the Ofgem Renewables and CHP Register
You are not logged in. What would you like to do?
The Renewables and CHP register will allow you to:
Gain accreditation for RO, CCL exemption for Renewables and REGO;
Receive ROCs, CHP LECs, Renewable LECs & REGOs certificates;
Manage output details;
Log in
Forgotten details
Username
Password
Register
Go
View reports that are publicly available
Previously the ROC Register
View Public Reports
Copyright 2007 OFGEM. All rights reserved | Privacy Policy | Terms & Conditions | Freedom of information

2.11. If you have forgotten your password, click the *Forgotten details* link and follow the on-screen instructions.

2.12. As with the existing Renewables and CHP Register, users are advised NOT to use their web browser's back button when accessing the CFR.

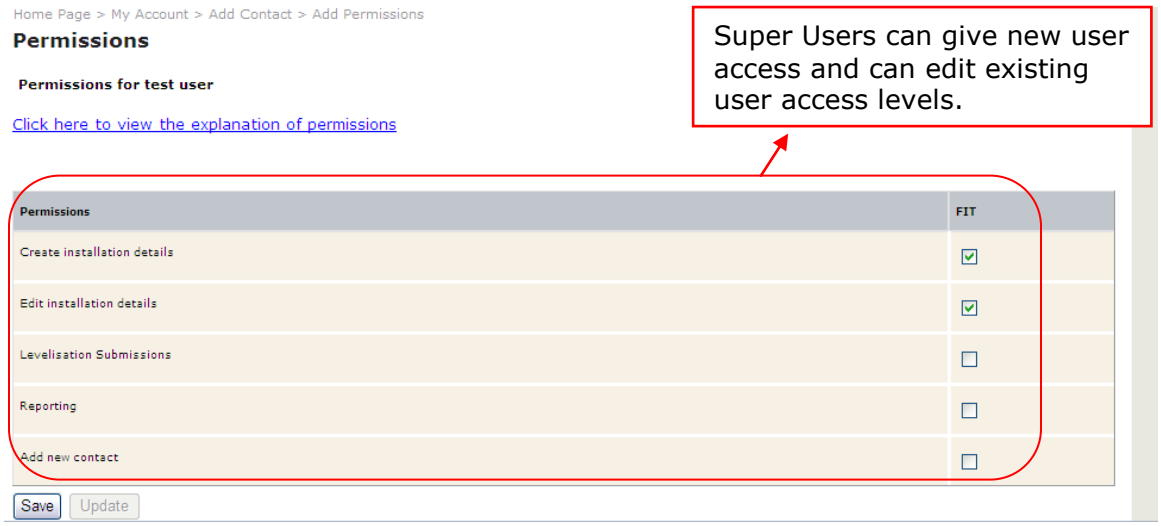
Home Page

2.13. Following a successful login a range of tabs will be available to you. The Super user will be able to add new 'FIT' users and choose their access levels by choosing 'my account and 'Add new contact'.



2.14. What is available will depend on your level of access to the CFR and whether or not you are an existing user of the Renewables and CHP Register for the administration of other schemes such as the Renewables Obligation.

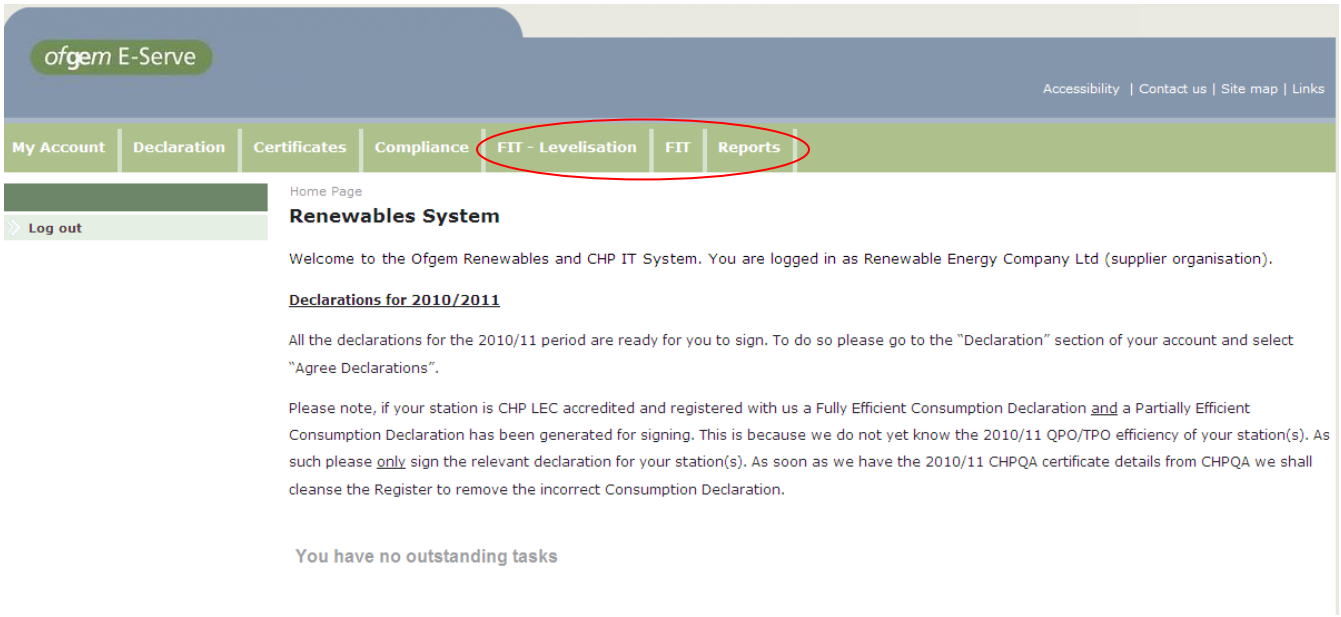
2.15. After submitting the name and details of the new FIT user, the Super User can then choose the level of access to the FIT account on the CFR.



2.16. These same access levels details can also be amended by choosing 'my account' and 'Edit contact detail'.

2.17. FIT related functions are available via the following tabs:-

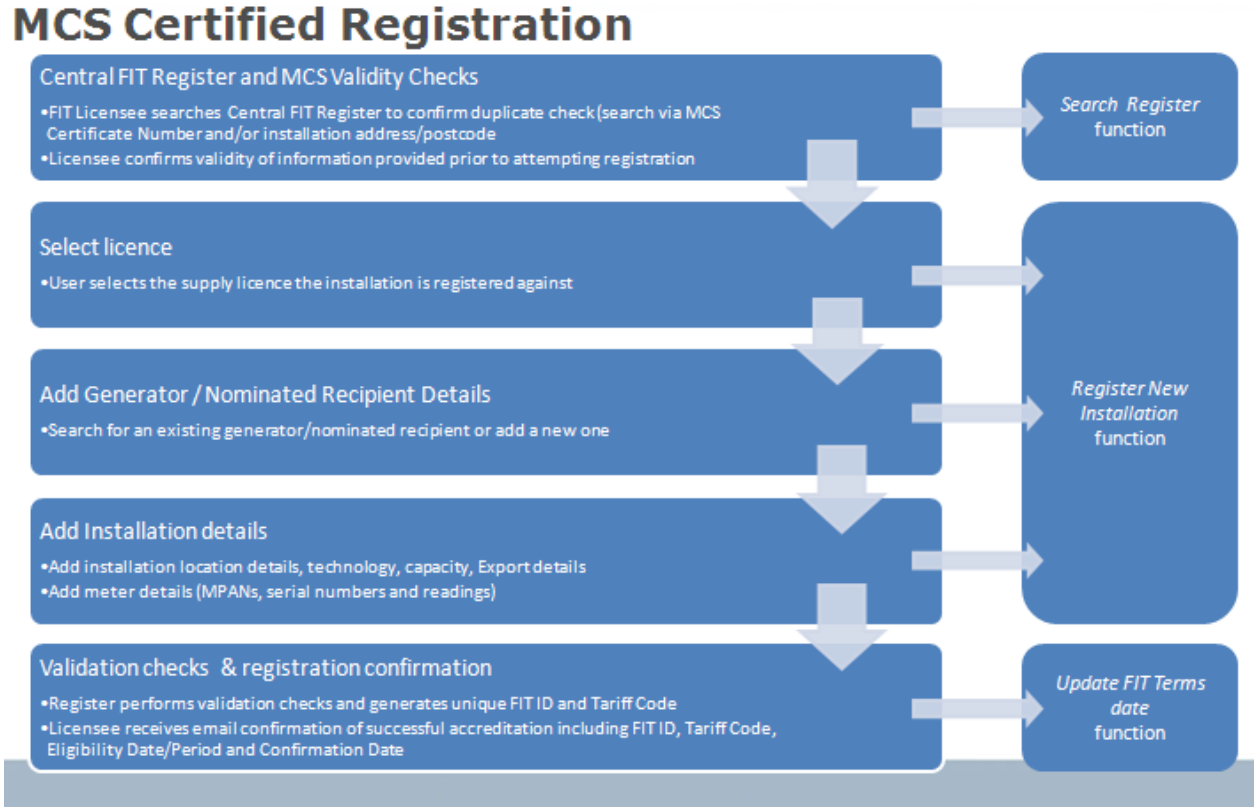
- FIT
- FIT – Levelisation
- Reports


ofgem E-Serve
Accessibility | Contact us | Site map | Links
My Account
Declaration
Certificates
Compliance
FIT - Levelisation
FIT
Reports
Log out
Home Page
Renewables System
Welcome to the Ofgem Renewables and CHP IT System. You are logged in as Renewable Energy Company Ltd (supplier organisation).
Declarations for 2010/2011
All the declarations for the 2010/11 period are ready for you to sign. To do so please go to the "Declaration" section of your account and select "Agree Declarations".
Please note, if your station is CHP LEC accredited and registered with us a Fully Efficient Consumption Declaration and a Partially Efficient Consumption Declaration has been generated for signing. This is because we do not yet know the 2010/11 QPO/TPO efficiency of your station(s). As such please only sign the relevant declaration for your station(s). As soon as we have the 2010/11 CHPQA certificate details from CHPQA we shall cleanse the Register to remove the incorrect Consumption Declaration.
You have no outstanding tasks

3. Registering an Microgeneration Certification Scheme (MCS) Certified Installation

Chapter Summary

This chapter provides guidance on how to register an MCS Certified Installation. These are Photovoltaic and wind technologies with a declared net capacity (DNC) up to and including 50kW and micro CHP with a total installed capacity (TIC) up to and including 2kW.

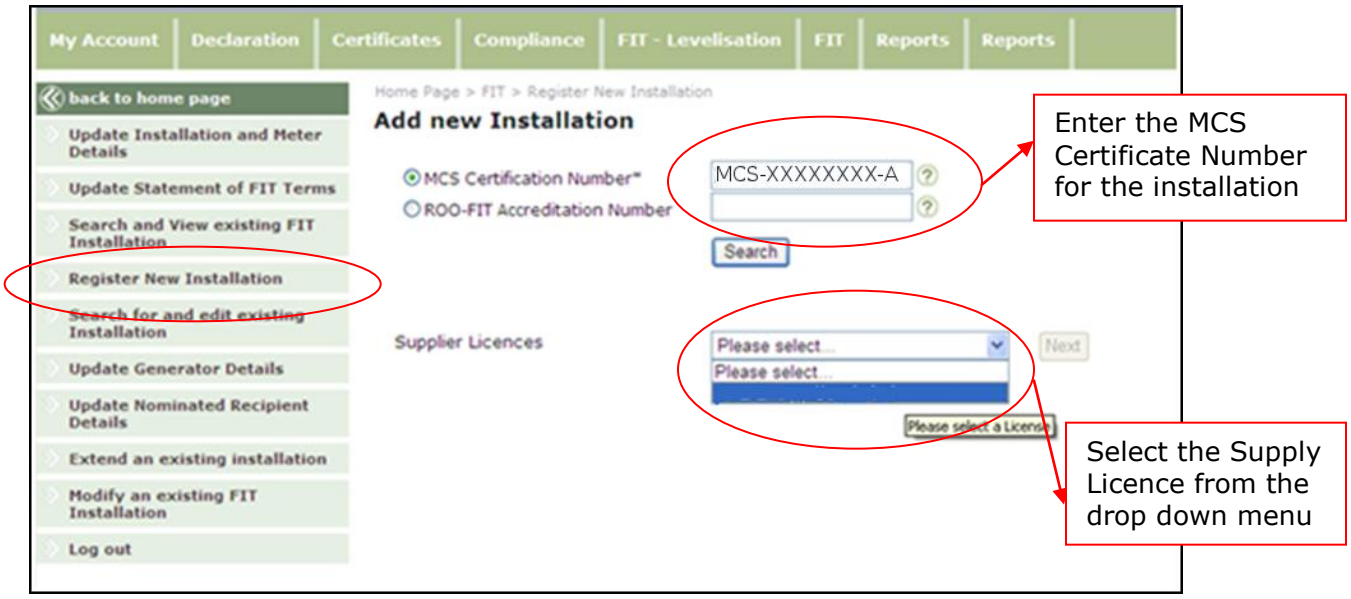

MCS Certified Registration
Central FIT Register and MCS Validity Checks
•FIT Licensee searches Central FIT Register to confirm duplicate check (search via MCS Certificate Number and/or installation address/postcode
•Licensee confirms validity of information provided prior to attempting registration
Search Register function
Select licence
•User selects the supply licence the installation is registered against
Add Generator / Nominated Recipient Details
•Search for an existing generator/nominated recipient or add a new one
Register New Installation function
Add Installation details
•Add installation location details, technology, capacity, Export details
•Add meter details (MPANs, serial numbers and readings)
Validation checks & registration confirmation
•Register performs validation checks and generates unique FIT ID and Tariff Code
•Licensee receives email confirmation of successful accreditation including FIT ID, Tariff Code, Eligibility Date/Period and Confirmation Date
Update FIT Terms date function

3.1 The core administrative functions provided by the CFR are accessible via the *FIT* tab on the horizontal menu. Upon clicking this, a new vertical menu with a range of functions will be displayed.

Register New MCS Installation

3.2. To register a new MCS certified installation,

a) Click on *Register New Installation* menu option
b) Select the *MCS Certificate Number* radio button
c) Enter the MCS Certificate number in the field
d) Click *Search* button.



3.3. The CFR performs a validation check that the format is correct and the MCS certificate number is not already in the CFR.

3.4. The supply licence for the FIT installation is captured for Levelisation purposes.

3.5. The remainder of the registration process is a four step process and requires the following details to be captured:-

- Step 1 - Generator details
- Step 2 - Nominated Recipient details (if applicable)
- Step 3 - Installation details
- Step 4 - Meter details

STEP 1: Generator Details

3.6. The installation's owner, the FIT generator, must be entered for each FIT installation.

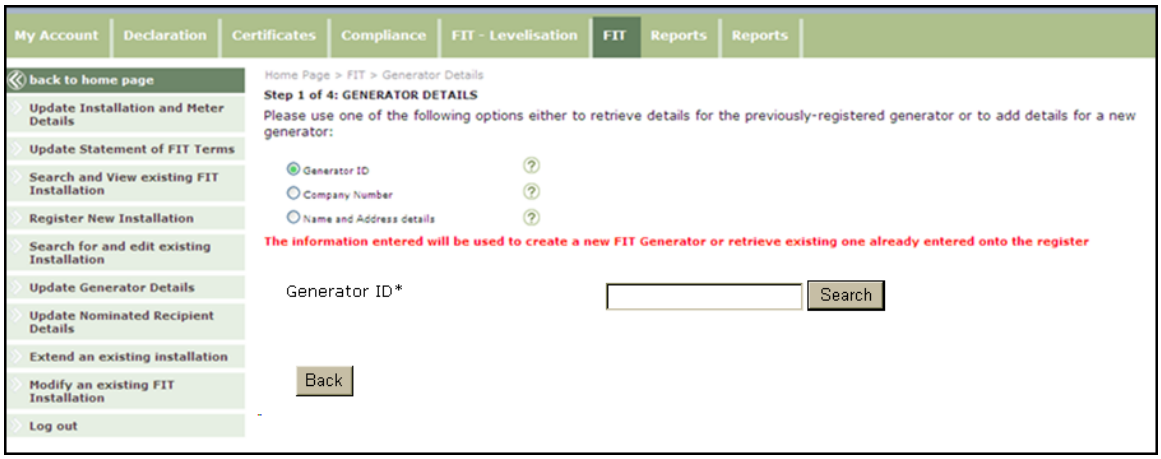
3.7. The CFR uniquely identifies FIT Generators and those already on the CFR (with existing FIT installations) can be retrieved and assigned to a new installation. Where the generator does not already exist, they can be added and assigned as appropriate.

3.8. Select one of the following options to capture the Generator details:

Search using Generator ID

3.9 The Generator ID is the unique identifier for each FIT Generator (assigned automatically by the CFR).

a) Select *Generator ID* radio button
b) Enter Generator ID in field (up to 12 characters long)
c) Click the *Search* button

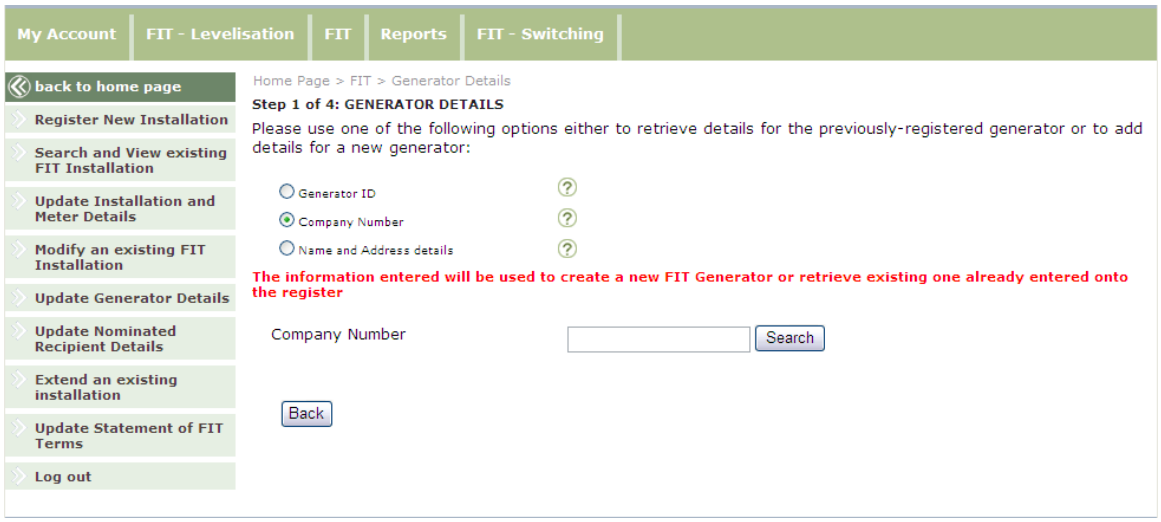

My Account
Declaration
Certificates
Compliance
FIT - Levelisation
FIT
Reports
Reports
back to home page
Update Installation and Meter Details
Update Statement of FIT Terms
Search and View existing FIT Installation
Register New Installation
Search for and edit existing Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Modify an existing FIT Installation
Log out
Home Page > FIT > Generator Details
Step 1 of 4: GENERATOR DETAILS
Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:
Generator ID
Company Number
Name and Address details
The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register
Generator ID*
Search
Back

OR

Search using Generator Company Number

3.10. The Company Number is the company's Registered number and not a VAT number

a) Select the *Generator Company Number* radio button
b) Enter the Generator's Company Number (up to 12 characters long)
c) Click the *Search* button


My Account
FIT - Levelisation
FIT
Reports
FIT - Switching
back to home page
Register New Installation
Search and View existing FIT Installation
Update Installation and Meter Details
Modify an existing FIT Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Update Statement of FIT Terms
Log out
Home Page > FIT > Generator Details
Step 1 of 4: GENERATOR DETAILS
Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:
Generator ID
Company Number
Name and Address details
The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register
Company Number
Search
Back

OR

Search using Generator Name and Address Details

3.11. To search for an existing Generator using a name and address:

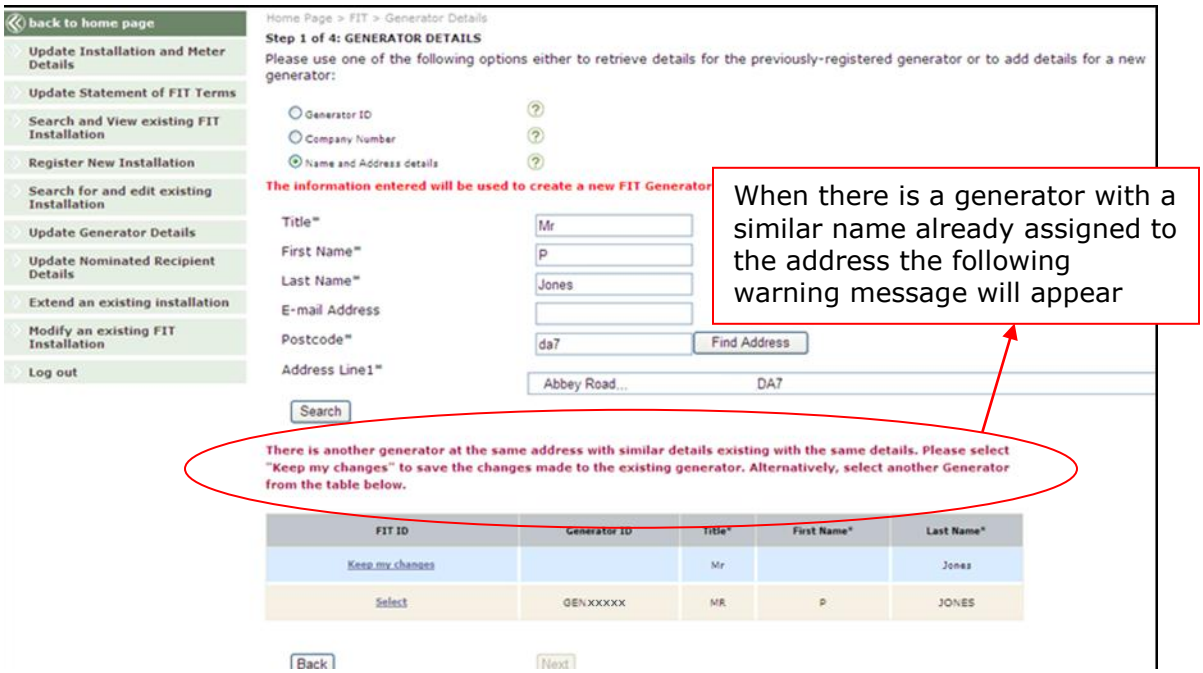
a) Select *Name & Address* radio button
b) Enter details in Title, First Name, Last Name, Post Code fields
c) Click the *Find Address* button
d) Click on the drop down next to the Address Line 1 field and select the appropriate option
e) Click on the *Search* button
f) Click on the *Next* button to proceed to the next screen

My Account
Declaration
Certificates
Compliance
FIT - Levelisation
FIT
Reports
Reports
back to home page
Update Installation and Meter Details
Update Statement of FIT Terms
Search and View existing FIT Installation
Register New Installation
Search for and edit existing Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Modify an existing FIT Installation
Log out
Home Page > FIT > Generator Details
Step 1 of 4: GENERATOR DETAILS
Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:
Generator ID
Company Number
Name and Address details
The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register
Title*
First Name*
Last Name*
E-mail Address
Postcode*
Find Address
Address Line1*
Search
Back
Next
Enter full postcode and click "Find Address" button to display address

Add Generator Detail

3.12. The CFR uniquely identifies generators on the basis of their Name (first and last name) and address. If there is already a generator registered in the CFR with a similar name at the address that is being searched for then the following notification will be displayed.

3.13. This allows the user to use the generator detail already in the CFR (this should be used where it is the same person) or to create a new generator record whichever is appropriate for the situation (this should only be used where the person is different to the generator already registered).


back to home page
Update Installation and Meter Details
Update Statement of FIT Terms
Search and View existing FIT Installation
Register New Installation
Search for and edit existing Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Modify an existing FIT Installation
Log out
Home Page > FIT > Generator Details
Step 1 of 4: GENERATOR DETAILS
Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:
Generator ID
Company Number
Name and Address details
The information entered will be used to create a new FIT Generator
Title*
Mr
First Name*
P
Last Name*
Jones
E-mail Address
Postcode*
da7
Find Address
Address Line1*
Abbey Road...
DA7
Search
There is another generator at the same address with similar details existing with the same details. Please select "Keep my changes" to save the changes made to the existing generator. Alternatively, select another Generator from the table below.
FIT ID
Generator ID
Title*
First Name*
Last Name*
Keep my changes
Mr
Jones
Select
GEN.XXXXX
MR
P
JONES
Back
Next
When there is a generator with a similar name already assigned to the address the following warning message will appear

3.14. Note: When entering addresses, in order to ensure the validity of addresses, the CFR uses a Postcode address lookup database (CAPSCAN).

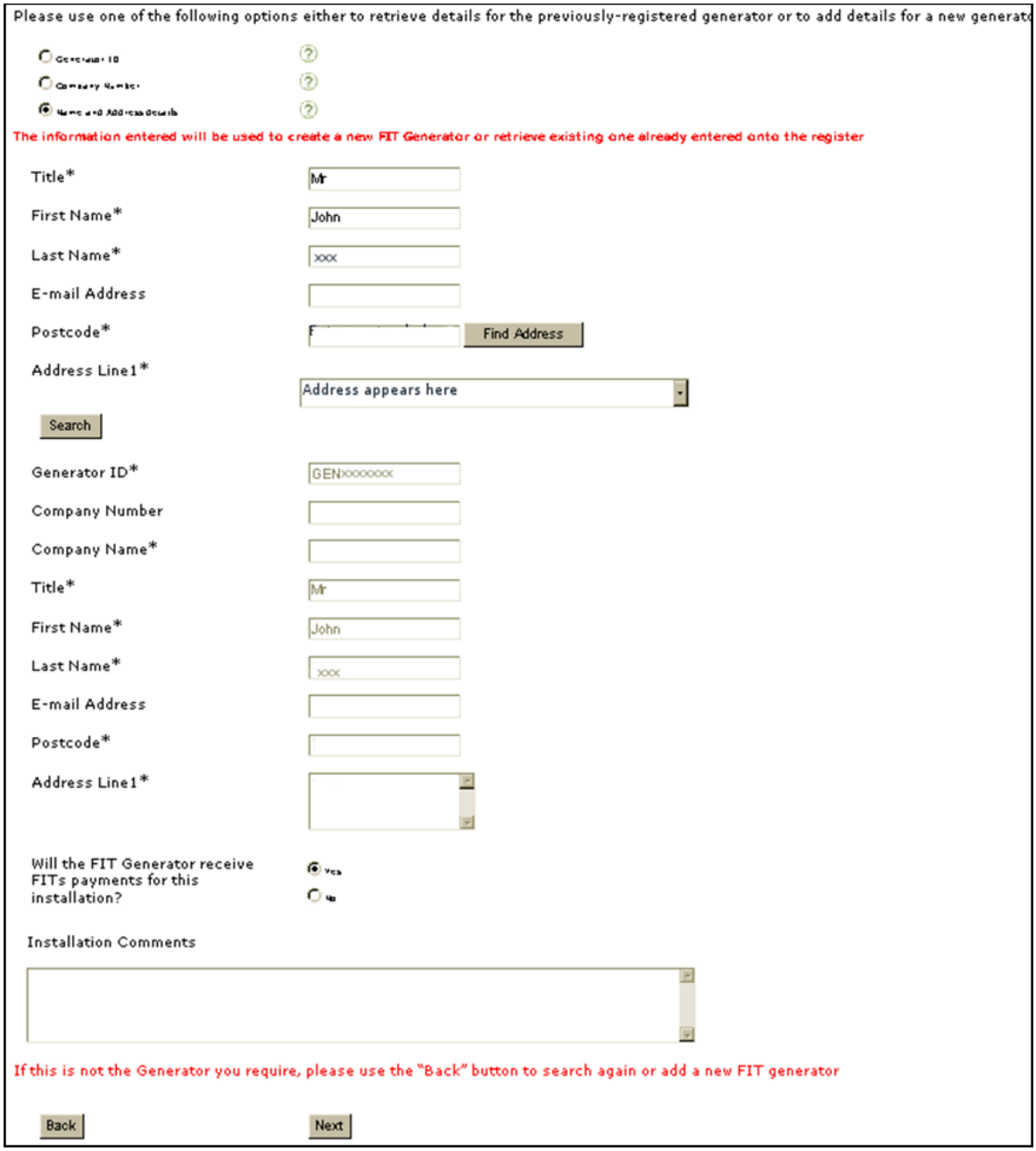
3.15. Please note that CAPSCAN is updated every 6-8 weeks by our IT department from information from a third party. Missing addresses are unfortunately not something the CFR team or our IT team are able to update manually as we must maintain the integrity of the data.

3.16. Please track addresses yourself by searching in the CFR for an address, a member of the CFR team will email all FIT Licensees when the update has happened.

Confirmation of Generator on the CFR

3.17.**Generator on CFR**

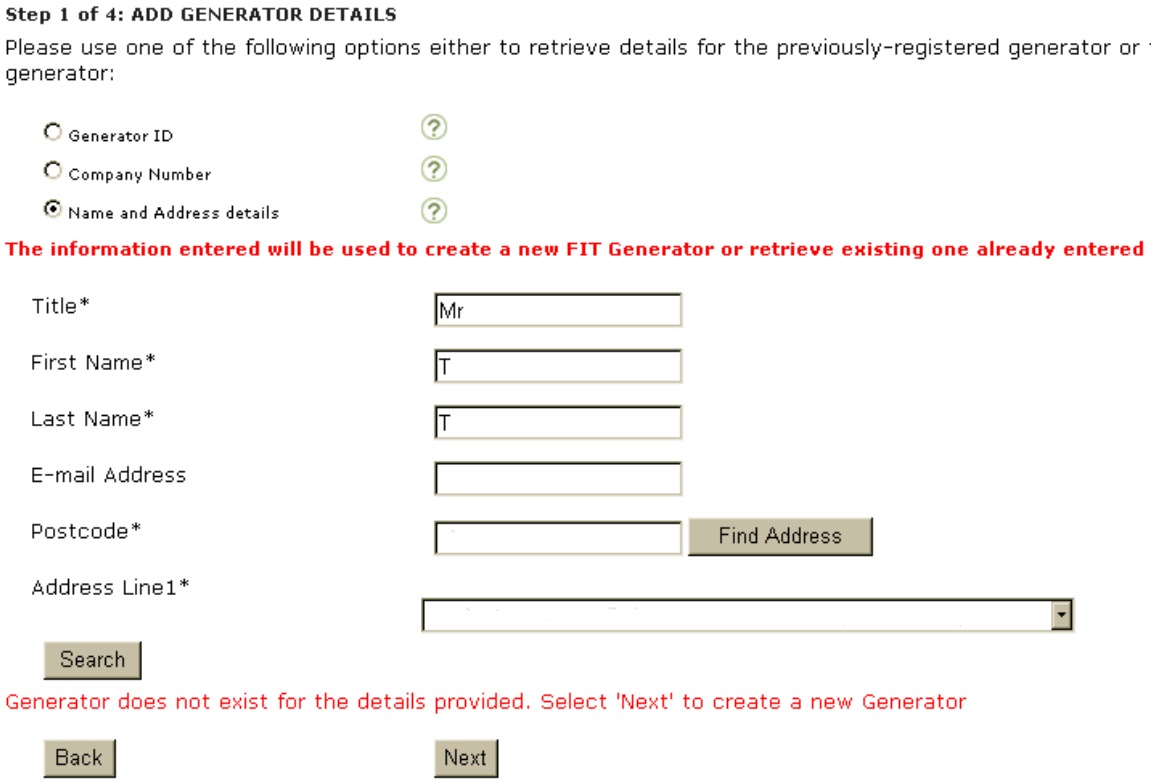
a) If the Generator details are already on the CFR, this screen will be displayed.
b) Click 'Next' to *assign the existing generator* to the new installation. If this is not the Generator you require, click *back* to return to the search screen to search again.



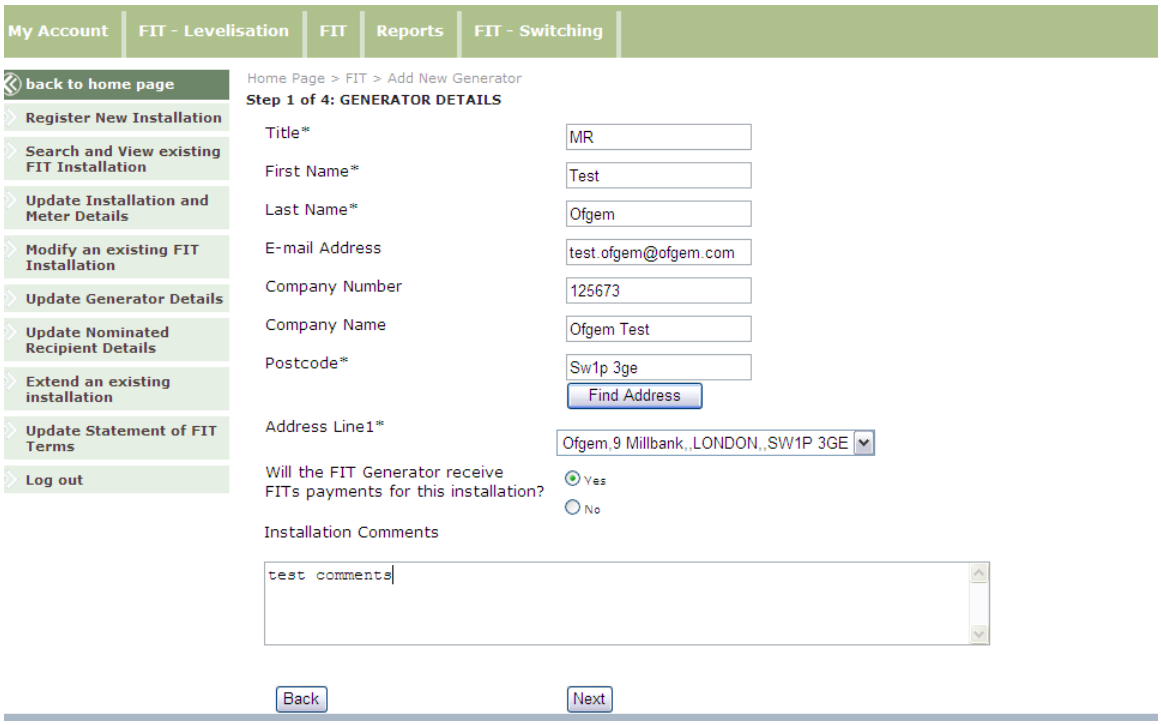
3.18. Generator not on the CFR

a) If the Generator's details are not already on the Register a prompt to create the generator details will be displayed.

b) Click next and complete all of the mandatory fields, these are marked with an *.


Step 1 of 4: ADD GENERATOR DETAILS
Please use one of the following options either to retrieve details for the previously-registered generator or
generator:
Generator ID
Company Number
Name and Address details
The information entered will be used to create a new FIT Generator or retrieve existing one already entered
Title*
Mr
First Name*
T
Last Name*
T
E-mail Address
Postcode*
Find Address
Address Line1*
Search
Generator does not exist for the details provided. Select 'Next' to create a new Generator
Back
Next

c) Select the appropriate radio button to identify to whom the FIT payments are to be made. This is used to identify the generator as the recipient of the FIT payments.
d) If yes is chosen to allow the FIT Generator to receive payments then step 2 'Nominated recipient' will be skipped and instead logically progress to step 3.
e) Any comments can be added in the comments field if necessary
f) Click the *Next* button to proceed.



STEP 2: Nominated Recipient

3.19. If the FIT Generator (owner of the installation) is not going to receive FIT payments from the Licensee, a nominated recipient must be added to the CFR. Nominated recipients are also uniquely identified in the CFR. An existing nominated recipient can be assigned to the installation, or a new one can be added. The search options are the same as for FIT Generators.

3.20. Select one of the following options to capture the details of a nominated recipient:

Search using the Payee ID

3.21. The Payee ID is the unique identifier for each FIT Nominated Recipient (assigned automatically by the CFR).

a) Select *Payee ID* radio button
b) Enter Payee ID in field (up to 12 alpha\ characters)
c) Click *Search* button

My Account
FIT - Levelisation
FIT
Reports
FIT - Switching
back to home page
Register New Installation
Search and View existing FIT Installation
Update Installation and Meter Details
Modify an existing FIT Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Update Statement of FIT Terms
Log out
Home Page > FIT > Search Payee
Step 2 of 4: ADD NOMINATED RECIPIENT OF FITS PAYMENTS
Please use one of the following options either to retrieve details for the previously-registered Nominated Recipient or to add details for a new one:
Payee ID
Payee Company Number
Name and Address details
The information entered will be used to search for and retrieve an existing Nominated Recipient or add a new one
Payee ID
XXXXXXXXXXXXX
Search
Back
Next

OR

Search using the Payee's Company Number

3.22.Payee's Company Number is the company's Registered number and not a VAT number

a) Select *Payee Company Number* radio button
b) Enter the Payee Company Number (up to 60 characters long)
c) Click *Search* button

OR

Search using Payee Name and Address Details

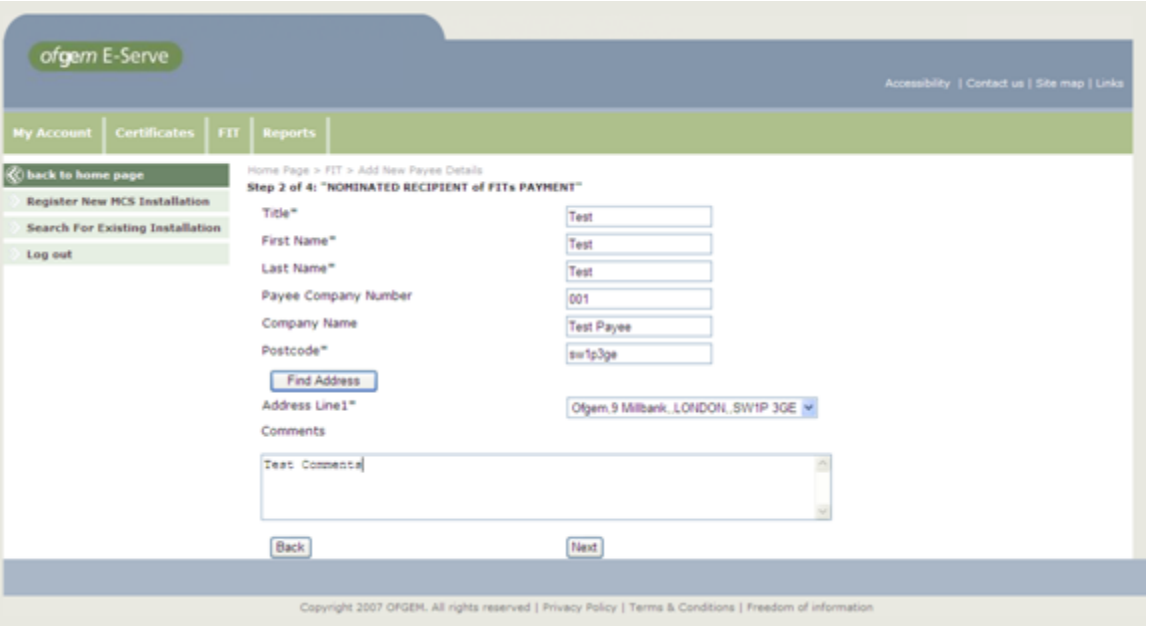
3.23.

a) Select *Name & Address* radio button
b) Enter details in Title, First Name, Last Name, Post Code fields
c) Click the *Find Address* button
d) Click on the drop down next to the Address Line 1 field and select the appropriate option
e) Click on the *Next* button.

Add new Payee

3.24. If the nominated recipient's details are not on the CFR, complete the following steps:

a) Complete all of the mandatory fields (marked with *)
b) Click the *Next* button to proceed.



3.25. The CFR uniquely identifies Nominated Recipients in the same way as it does for Generators. Therefore, if a potential duplicate is found upon searching, then as for Generators, the option to assign the existing Nominated Recipient or continue to add the one being created will be available.

3.26. You should always choose an existing Nominated Recipient if it is the same as the person being added rather than create a new Nominated Recipient. New Nominated Recipients should only be created where they do not already have a Payee ID on the CFR.

3.27. Once the details of the FIT Generator and the Nominated Recipient have been added, the details of the installation itself can be entered.

3.28. Note: When entering addresses, in order to ensure the validity of addresses, the CFR uses a Postcode address lookup database (CAPSCAN).

3.29. Please note that CAPSCAN is updated every 6-8 weeks by our IT department from information received by a third party. Missing addresses are unfortunately not something the CFR team or our IT team are able to update manually as we must maintain the integrity of the data.

3.30. Please track addresses yourself by searching in the CFR for an address, a member of the CFR team will email all FIT Licensees when the update has happened.

STEP 3: Installation Details

3.31. The location of the installation must be entered into the CFR. This can be assigned from the address of the FIT generator or the nominated recipient (if present). Alternatively, a different address can be added. If the installation does not have a postal address (e.g. is located in a field) the Ordnance Survey (OS) grid reference should be entered. The format required is as follows, e.g. XY123456

3.32. Select one of the following options, to capture the Installation address:

Using FIT Generator Address as Installation Address

3.33. Where the FIT Generator and Installation address are the same

a) Select the *FIT Generator Address as Installation Address* radio button
b) Click the *Next* button

OR

Using Nominated Recipient Address as Installation Address

3.34. Where the Nominated Recipient and installation address are the same

a) Select *Using Nominated Recipient Address as Installation Address* (NB this option is only available where a Nominated Recipient has been registered for the installation)
b) Click the *Next* button

OR

Using New Address Details

3.35. Where the installation address is different to the Generator or Nominated Recipient address

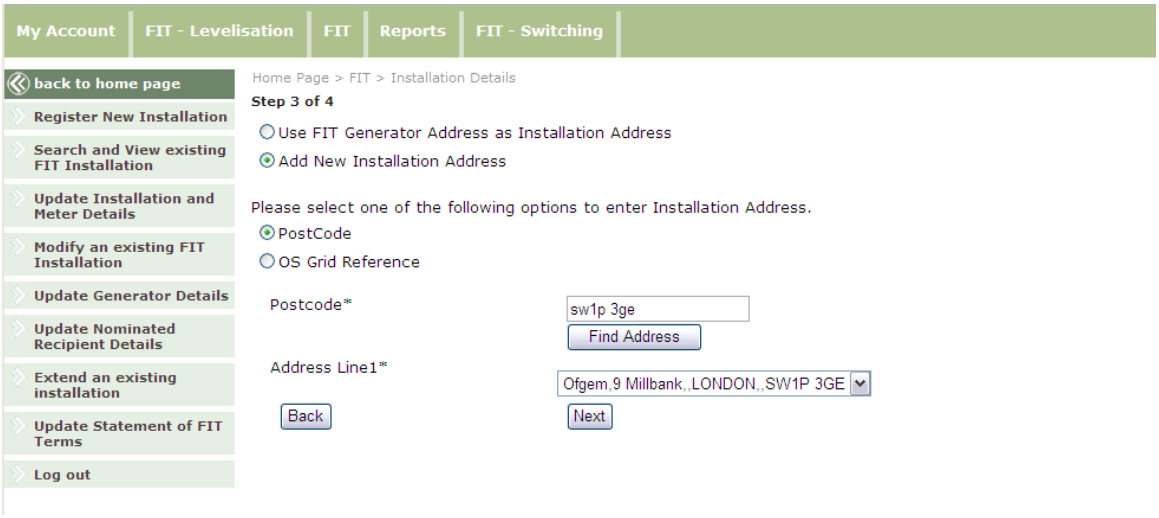
a) Select the *Add New Installation Address* radio button
b) Click the *Next* button
c) The following screens will display depending on whether you use a postal address or OS Grid reference, allowing you to enter new address details if

they are not on the CFR. Complete all of the mandatory fields (marked with *)

Installation Address

3.36. Postal Address

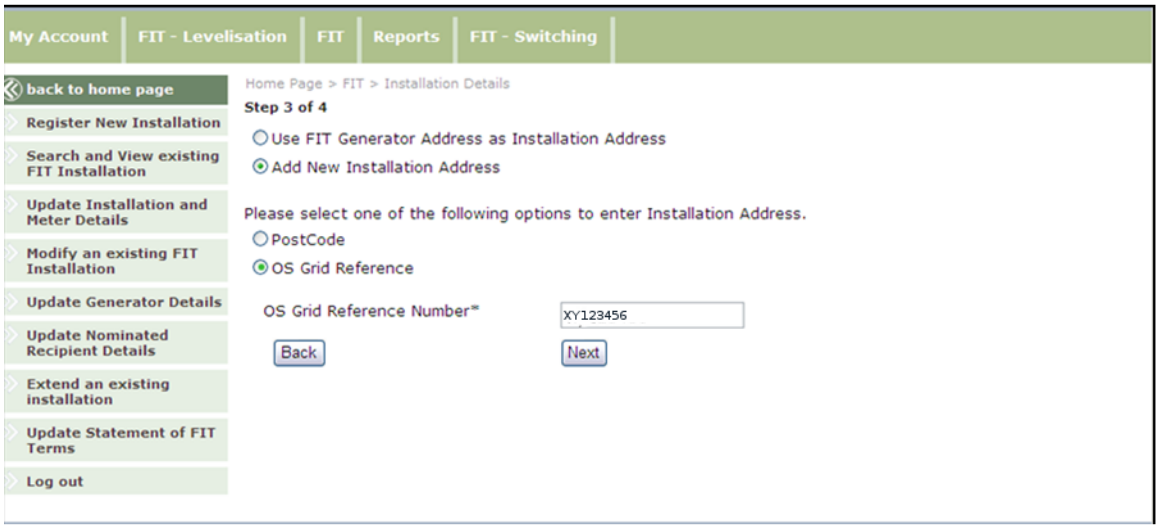
a) Enter the Postcode
b) Click on the *Find Address* button. A list of possible addresses will display.
c) Select the address from the list displayed.
d) Click the *Next* button



OR

3.37. OS Grid Reference

a) Enter the OS Grid Reference number
b) Click the *Next* button



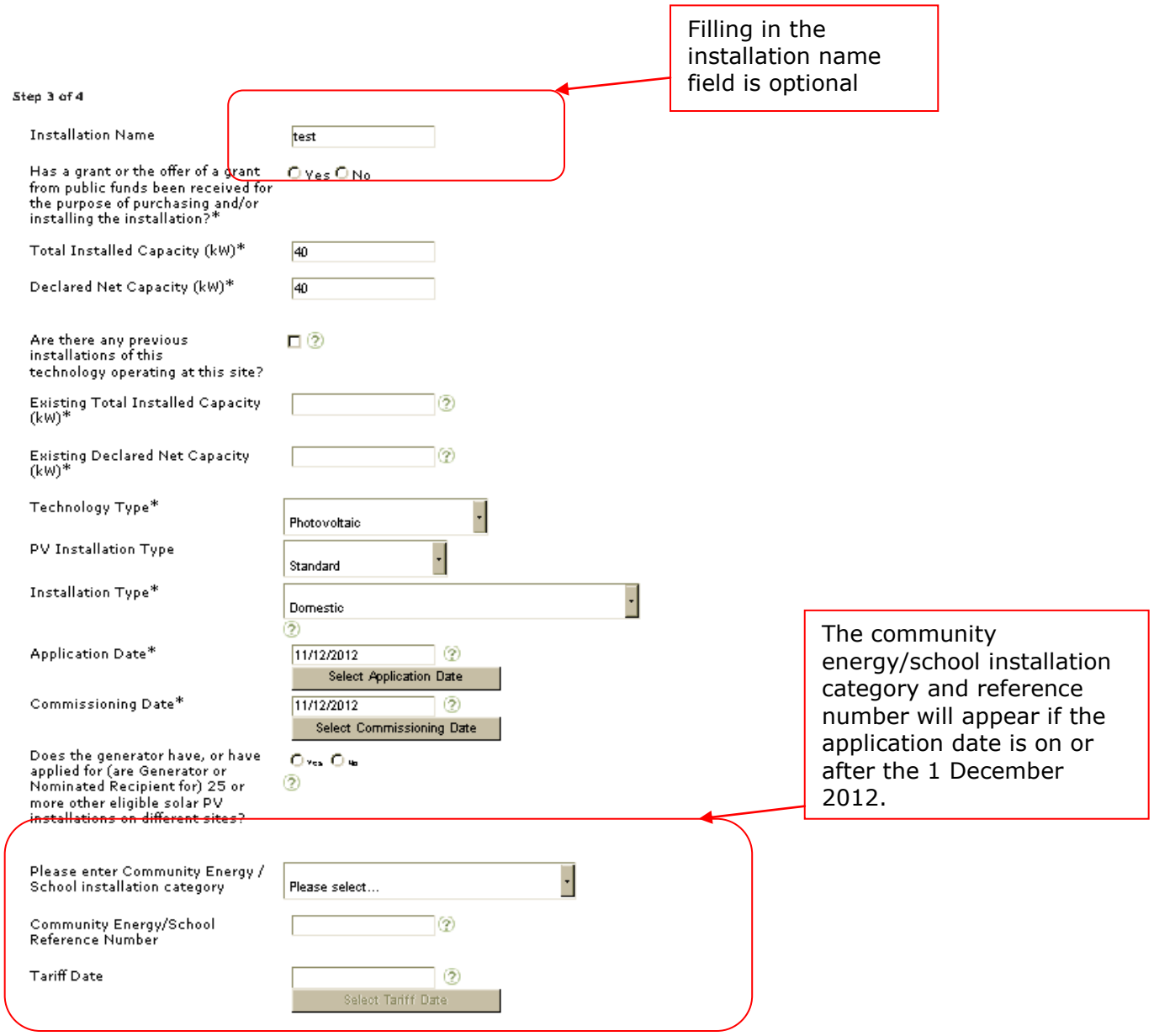
3.38. Note: When entering addresses, in order to ensure the validity of addresses, the CFR uses a Postcode address lookup database (CAPSCAN).

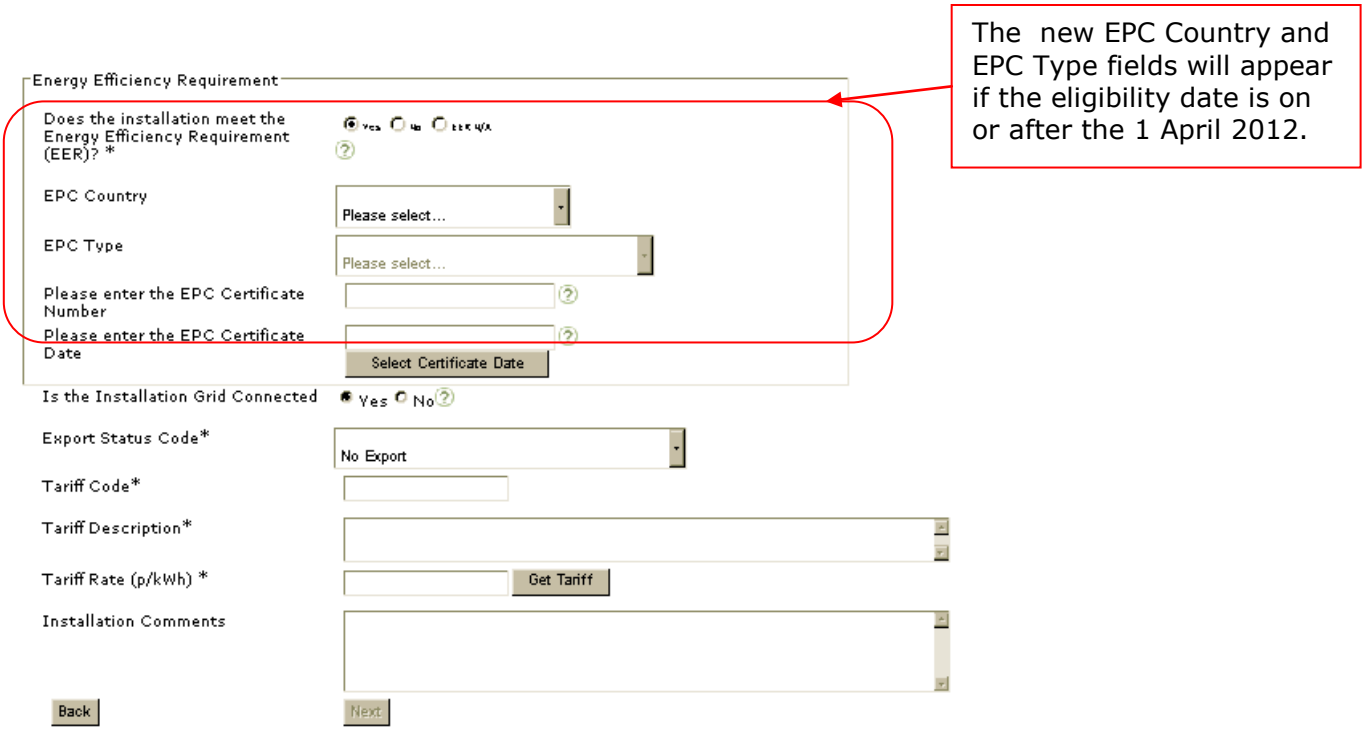
3.39. Please note that CAPSCAN is updated every 6-8 weeks by our IT department from information from a third party. Missing addresses are unfortunately not something the CFR team or our IT team are able to update manually as we must maintain the integrity of the data.

3.40. Please track addresses yourself by searching in the CFR for an address, a member of the CFR team will email all FIT Licensees when the update has happened.

Installation Detail Screen

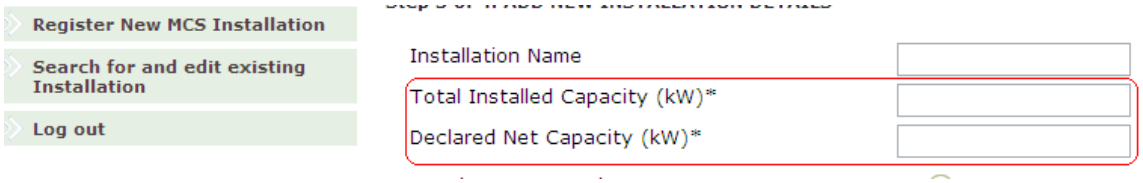
3.41. This screen captures more detail of the installation. . The questions asked depend on the technology selected, all mandatory fields are marked with an *. The screenshots below are an example of a PV installation.


Filling in the installation name field is optional
Step 3 of 4
Installation Name
test
Has a grant or the offer of a grant from public funds been received for the purpose of purchasing and/or installing the installation?*
Yes
No
Total Installed Capacity (kW)*
40
Declared Net Capacity (kW)*
40
Are there any previous installations of this technology operating at this site?
Existing Total Installed Capacity (kW)*
Existing Declared Net Capacity (kW)*
Technology Type*
Photovoltaic
PV Installation Type
Standard
Installation Type*
Domestic
Application Date*
11/12/2012
Select Application Date
Commissioning Date*
11/12/2012
Select Commissioning Date
Does the generator have, or have applied for (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites?
Please enter Community Energy / School installation category
Please select...
Community Energy/School Reference Number
Tariff Date
Select Tariff Date
The community energy/school installation category and reference number will appear if the application date is on or after the 1 December 2012.

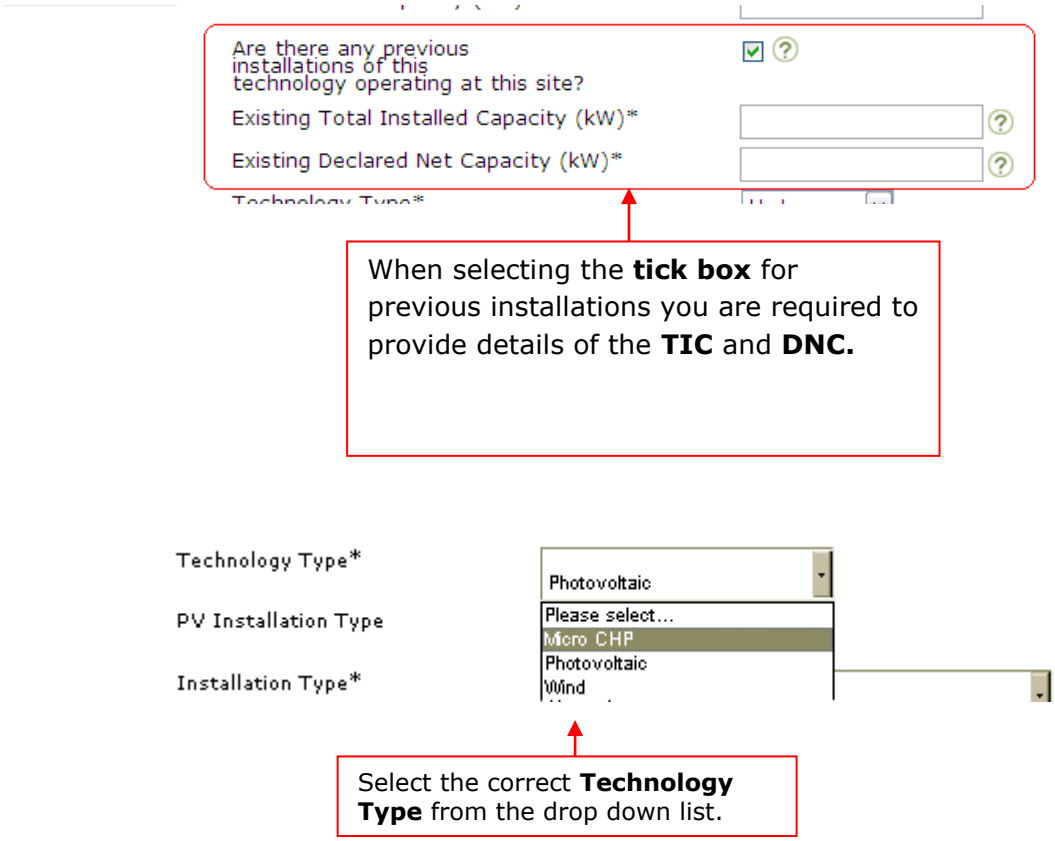


Total Installed Capacity (TIC) and the Declared Net Capacity (DNC)

3.42. Both the **Total Installed Capacity (TIC)** and the **Declared Net Capacity (DNC)** in kW of the installation must be entered. The DNC can be found on the MCS certificate and the TIC should be declared by the generator as part of the application form provided to the FIT licensee.



3.43. In order to ensure the correct tariff code is allocated to the new installation, any existing installations of the same renewable electricity generating technology operating at the site must also be taken into account. If an existing installation(s) is outside of the FIT financial support mechanism, details of the TIC and DNCmust be entered. If the existing installation is already in receipt of FIT payments, the new installation is classed as an extension. In this case it cannot be registered using these screens and an alternative process for registration must be used. See Chapter 7 for further details of the process required.


Are there any previous installations of this technology operating at this site?
Existing Total Installed Capacity (kW)*
Existing Declared Net Capacity (kW)*
When selecting the **tick box** for previous installations you are required to provide details of the **TIC** and **DNC.**
Technology Type*
PV Installation Type
Installation Type*
Photovoltaic
Please select...
Micro CHP
Photovoltaic
Wind
Select the correct **Technology Type** from the drop down list.

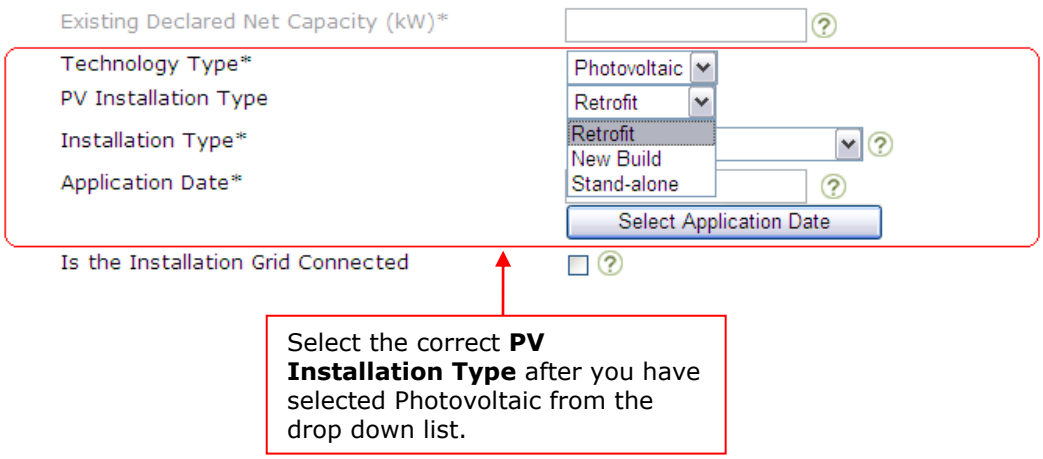
3.44. Please note that 'Hydro' does not go through the MCS process in the CFR, if you have a Hydro application the Generator will need to apply through the ROO-FIT process.

3.45. To ensure the allocation of the correct tariff code for a photovoltaic installation, the PV installation type must also be defined. Where the TIC of the installation is 4kW or less there are three options:

- Retrofit
- New build
- Standalone

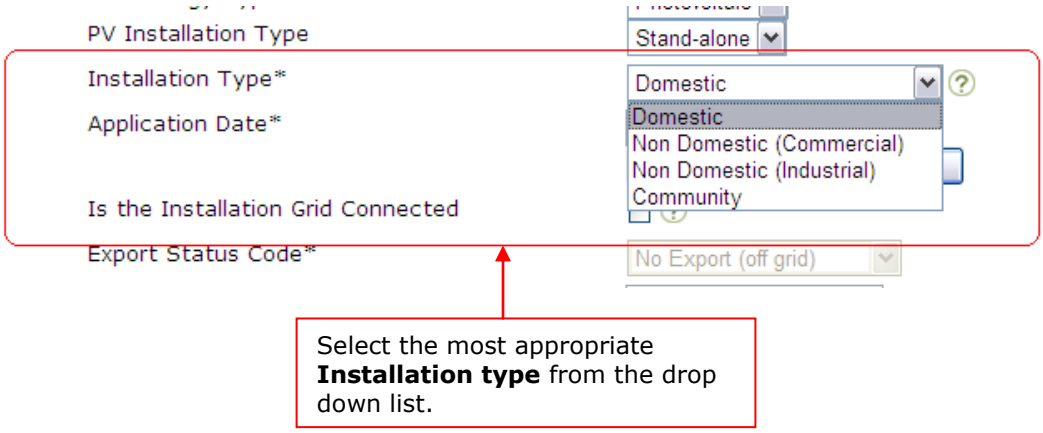
3.46. For PV installations with a TIC greater than 4kW to 50kW there are two options:

- Standard
- Standalone



3.47. The Installation Type is an indicator to assist in the reporting and statistical analysis of installations within the FIT scheme. There are four possible values, , select the most appropriate for the installation:

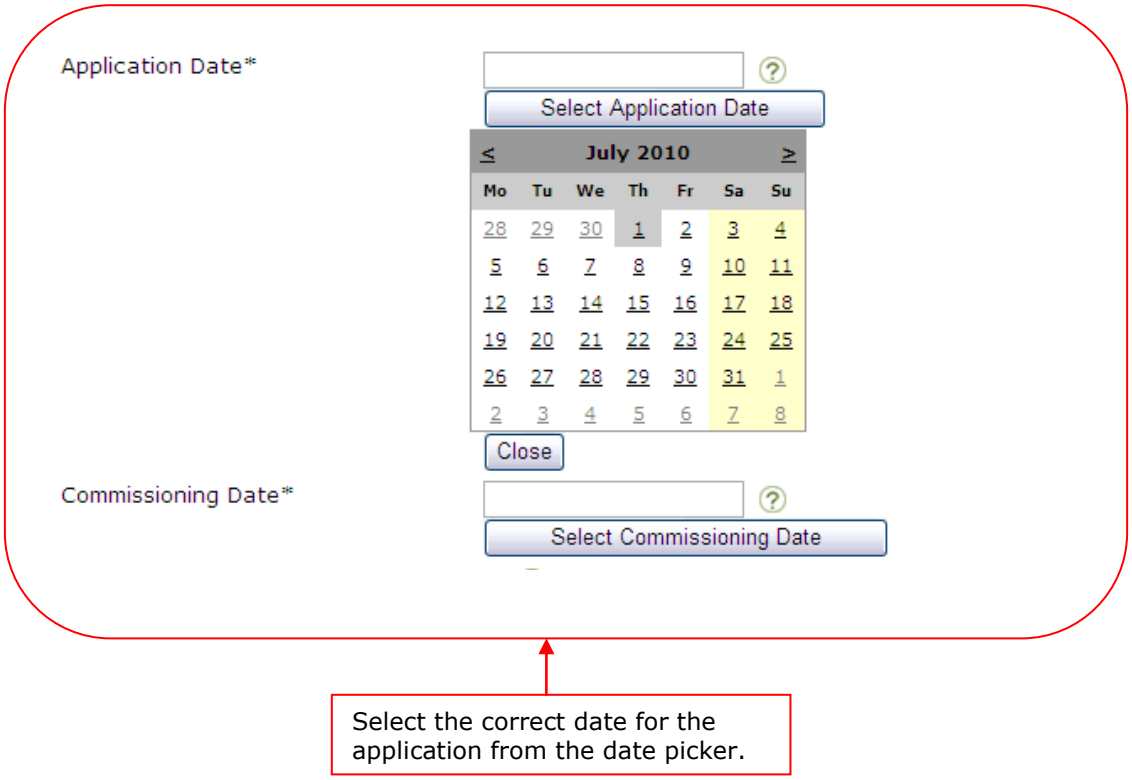
- Domestic
- Non Domestic (Commercial)
- Non Domestic (Industrial)
- Community



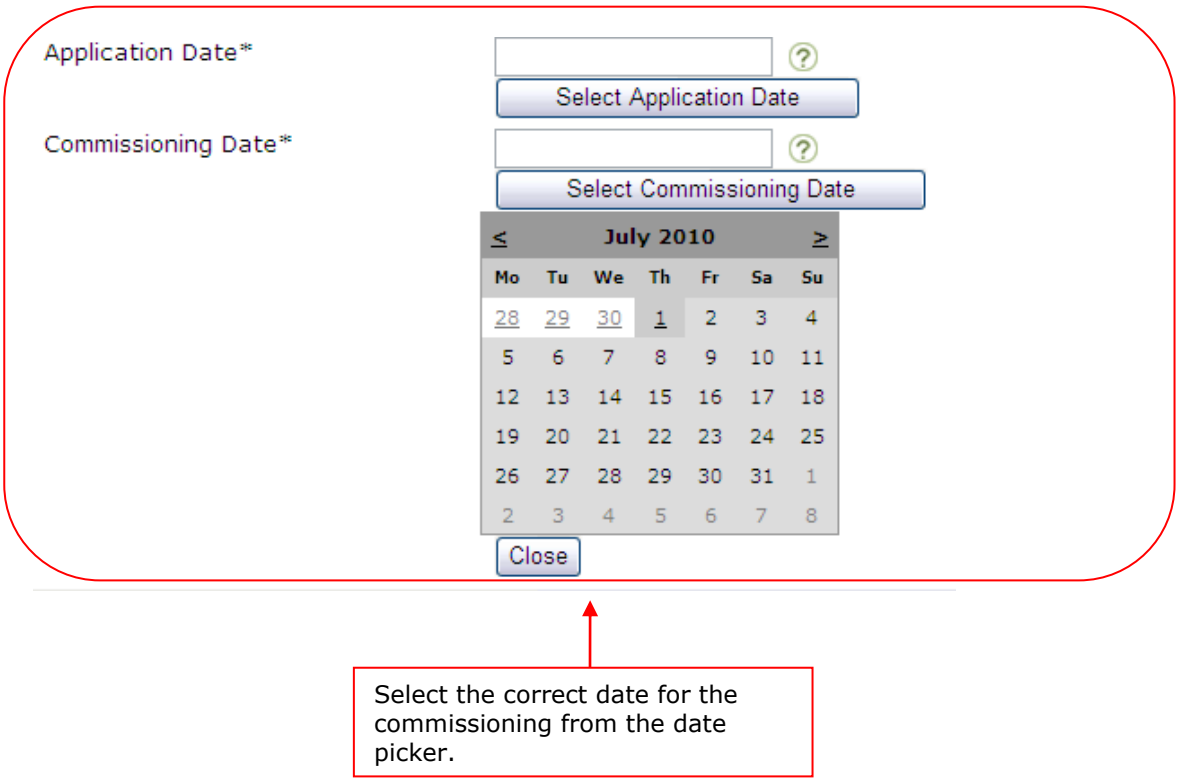
3.48. **Please note** that Community listed here is not directly related to the new Community benefits introduced to the scheme as part of Comprehensive review 2B (the functionality for community/school are discussed under **'Community Energy and Schools'** section). This will be asked further down in the application.

3.49. The application date is the date the FIT Generators application for FIT payments was received by the Licensee and must be entered for all installations using the date picker.

3.50. For MCS Certified Installations that are 'Not Community/schools' the Application Date will also become the Eligibility Date (as they must commission before they can apply), which is the date from which FIT payments are made and determines the tariff rate that will be assigned. However for School and Community energy installations eligibility date and tariff rate will be determined in a different way. These rules will be discussed further in the document under the **'Community Energy and Schools'** section.


Application Date*
Select Application Date
July 2010
Mo Tu We Th Fr Sa Su
28 29 30 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1
2 3 4 5 6 7 8
Close
Commissioning Date*
Select Commissioning Date
Select the correct date for the application from the date picker.

3.51. Commissioing Date it that the installation commissioned and can be found on the MCS certificate and must be entered for all installations using the date picker.


Application Date*
Select Application Date
Commissioning Date*
Select Commissioning Date
≤ July 2010 ≥
Mo Tu We Th Fr Sa Su
28 29 30 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1
2 3 4 5 6 7 8
Close
Select the correct date for the commissioning from the date picker.

3.52. **Only** if the chosen technology is PV standard, retrofit or new build with a TIC up to and including 250kW and with an Eligibility Date on or after 1 April 2012, will the multi installation and energy efficiency requirement question appear.

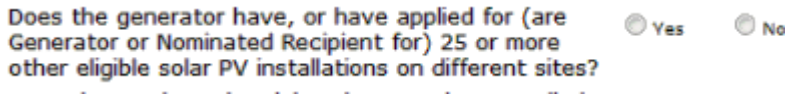
Multi-installation

3.53. Multi-installation tariffs apply from 1 April 2012 to solar PV installations (not including standalone) with a TIC up to and including 250kW and with an Eligibility Date on or after 1 April 2012 where the FIT generator or nominated recipient already owns or receives FIT payments from 25 or more other eligible solar PV installations.

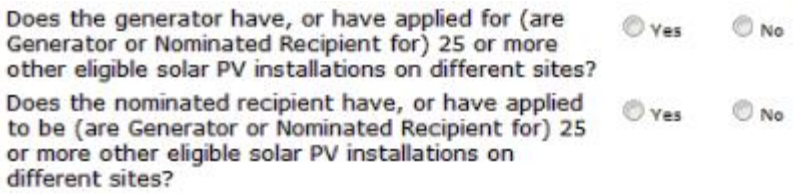
3.54. This only applies where the original installation has an eligibility date on or after 1 April 2012. If the original installation's eligibility date is before 1 April 2012 and then extends the multi-installation questions will not apply to either the original or extensions. If the original installations eligibility date is on or after 1 April 2012 then the mulit-installation questions will apply to the original and any extensions.

3.55. Please note that the multi-installation question displayed will differ according to whether the generator or nominated recipient receives the payment.

3.56. If the generator receives the payment, there will only be one question for the generator.


Does the generator have, or have applied for (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites?
Yes
No

3.57. If the nominated recipient receives the payment, there will be a multi-installation question for both the generator and nominated recipient.


Does the generator have, or have applied for (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites?
Yes
No
Does the nominated recipient have, or have applied to be (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites?
Yes
No

3.58. Licensees should choose an answer based on the declaration signed by the generator/nominated recipient.

FIT Generator/ FIT Nominated Recipient details		**FIT Generator**	
		Generator owns or will receive FIT payments from 25 or more other eligible solar PV installations	Generator does not own or will not receive FIT payments from 25 or more other eligible solar PV installations
FIT Nominated Recipient	Nominated recipient owns or will receive FIT payments from 25 or more other eligible solar PV installations	Choose **Yes** for generator And Choose **Yes** for nominated recipient	Choose **No** for generator And Choose **Yes** for nominated recipient
	Nominated recipient does not own or will not receive FIT payments from 25 or more other eligible solar PV installations	Choose **Yes** for generator And Choose **No** for nominated recipient	Choose **No** for generator And Choose **No** for nominated recipient
	There is no nominated recipient	Choose **Yes** for generator And there will be	Choose **No** for generator And there will be not

		not option for nominated recipient	option for nominated recipient

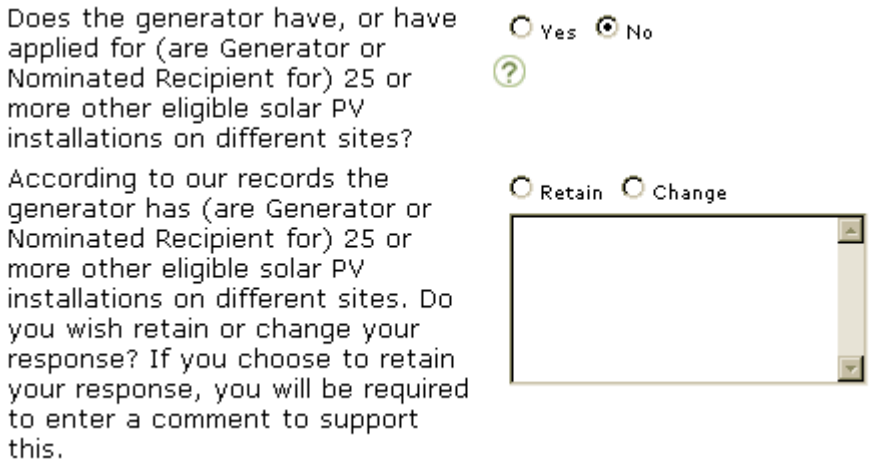
3.59. A '**Multi installation declaration warning'** has been introduced and is triggered when the CFR validates that the FIT generator or nominated recipient address is already associated to 25 or more other PV installations.

3.60. If you select 'No' to either of the multi-installation questions and the CFR records show that the address is associated to 25 or more other PV installations, then the following warning messages will be triggered when adding the 26th or higher installation:

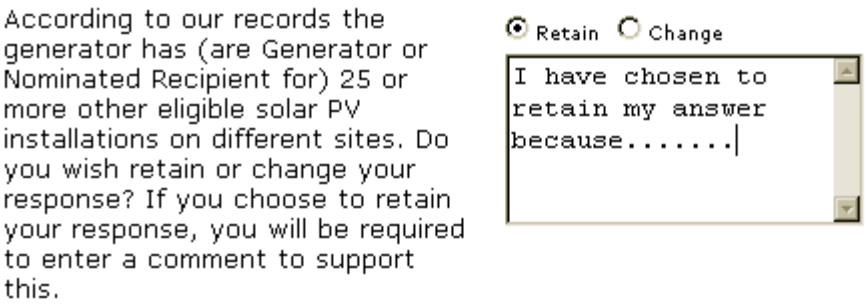
- ***Generator warning:*** According to our records the Generator has (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites. Do you wish to retain or change your response? *If you choose to retain your response, you will be required to enter a comment to support this.*

- ***Nominated Recipient warning:*** According to our records the Nominated Recipient has (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites. Do you wish to retain or change your response? *If you choose to retain your response, you will be required to enter a comment to support this.*

3.61. If the warning message appears you will be given the option to either change the answer to 'Yes' or to retain the original answer.
If you choose to retain the answer a supporting comment to justify the retention of the response will be required in order to continue to register the installation.


Does the generator have, or have applied for (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites?
Yes
No
According to our records the generator has (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites. Do you wish retain or change your response? If you choose to retain your response, you will be required to enter a comment to support this.
Retain
Change

3.62. You must clearly state why you are retaining the response after which you can continue to register and submit the installation.

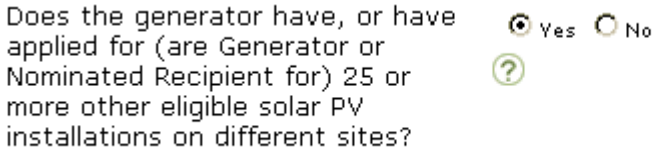

According to our records the generator has (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites. Do you wish retain or change your response? If you choose to retain your response, you will be required to enter a comment to support this.
Retain
Change
I have chosen to retain my answer because.....

3.63. If you do not enter a comment when you have chosen to retain the answer to the multisite declaration message, the following error message will be appear informing the licensee that a comment is required.

Please add a comment to explain why you have selected to retain your response to the Generator/Nominated Recipient multi site question(s), despite our records showing there are 25 or more other eligible solar PV installations for the Generator/Nominated Recipient on different sites

3.64. Please note that all responses to the declaration warning will be monitored and the licensee should only select 'retain' in exceptional cases. Clear supporting evidence will be required to be retained by the licensee to support this decision. If the declaration warning was triggered and you were not expecting it please contact the Central FIT Register Team **before** you add the installation. The team can then assist you in determining the situation for the installation.

3.65. The licensee also has the option to change the response to 'Yes'. If they choose to do this, it will be possible to change the response to continue to register the installation.


Does the generator have, or have applied for (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites?
Yes
No

3.66. * Please also be aware that multi-installation warning messages will also apply to assigning a new generator or nominated recipient. Update generator details is discussed in chapter 8 and Update nominated recipient details in chapter 9.

Community Energy and Schools

3.67. A new aspect of the scheme, effective from 1 December 2012, is the introduction of specific benefits and incentives for community organisations and education providers looking to install solar PV installations.

3.68. These benefits are focussed solely on **solar PV installations with an eligibility date on or after 1 December 2012** and include the introduction of a 'tariff guarantee' for community organisations who propose to commission community energy installations not exceeding 50kW DNC. They also allow for a relaxation, for both community energy installations and school installations, from the existing minimum energy efficiency requirement, in order to receive the higher generation tariff rate.

3.69. **Only** if the installation is a community energy or school installation and wishes to apply for these benefits, then the generator will be required to contact Ofgem with a letter of intent and evidence of community or school status. Once granted, Ofgem will notify the community/school in writing via post or email. (If the installation is 'not a community/school this will not be required)

3.70. Example of what is contained in the letter:

- the tariff date for the school/ community energy installation;
- the validity period of the pre-registration;
- a link to the current tariff table on the Ofgem website;
- the community reference number which will appear in a format beginning with 'C' followed by a 6 digit number, e.g. 'C123456' and which will be unique to the community energy installation; for schools this will be an 'S' followed by a 6 digit number, e.g. 'S123456'.
- details of the EPC submitted to support the pre-registration process; and
- details of the MCS certificate (where applicable).

3.71. The community organisation/education provider should provide the letter to the FIT licensee when applying and based on the letter the FIT licensee will then choose the option for community energy or school on the CFR.

Community Energy:

3.72. MCS PV installations (excluding standalone) with a DNC of 50kW or less which have been confirmed as Community Energy installations will have a relaxation on the EER regulations.

3.73. The Generator will need to apply to Ofgem for preregistration for a reference number which will confirm that the installation is a Community Energy Installation.

3.74.Once Ofgem have received the relevant documents from the Generator including an EPC which has a G or above rating, Ofgem will process this application and if eligible provide a reference number which will be in this format, e.g. 'C123456'.

3.75. All MCS scale PV installations will get a guaranteed tariff rate based on the date they applied to Ofgem to be registered as a community energy installation (the tariff date) which can be done before commissioning. The Generator will have 1 year from the tariff date to commission and apply to their FIT Licensee to benefit from the guaranteed tariff rate, after a year this guarantee will no longer be valid.

3.76. MCS Community Energy installations will have a tariff date which the CFR will use to work out the tariff rate rather than using the eligibility date. The eligibility date for community energy installations will be calculated based on the later of the commissioning date or the tariff date.

3.77. The letter containing the information shown in the previous example will be sent to the Generator of the Community Energy Installation to state that the installation has been confirmed as a Community Energy Installation by Ofgem.

3.78. Once the FIT Licensee has been given this letter by the Generator as part of the application they will be able to register the installation into the CFR.

Schools:

3.79. MCS PV installations (excluding standalone) with a DNC of 50kW or less which have been confirmed as a school installation will have also have a relaxation on the EER regulations.

3.80. Schools need to have commissioned before they can apply to Ofgem, this is different to Community where they can apply to Ofgem prior to commissioning.

3.81. The Generator will need to apply to Ofgem for a reference number which will confirm that they are a School.

3.82. Once Ofgem have received the relevant documents from the Generator including an EPC which has a G or above rating, Ofgem will process this application and provide a reference number which will be in this format, e.g. S123456.

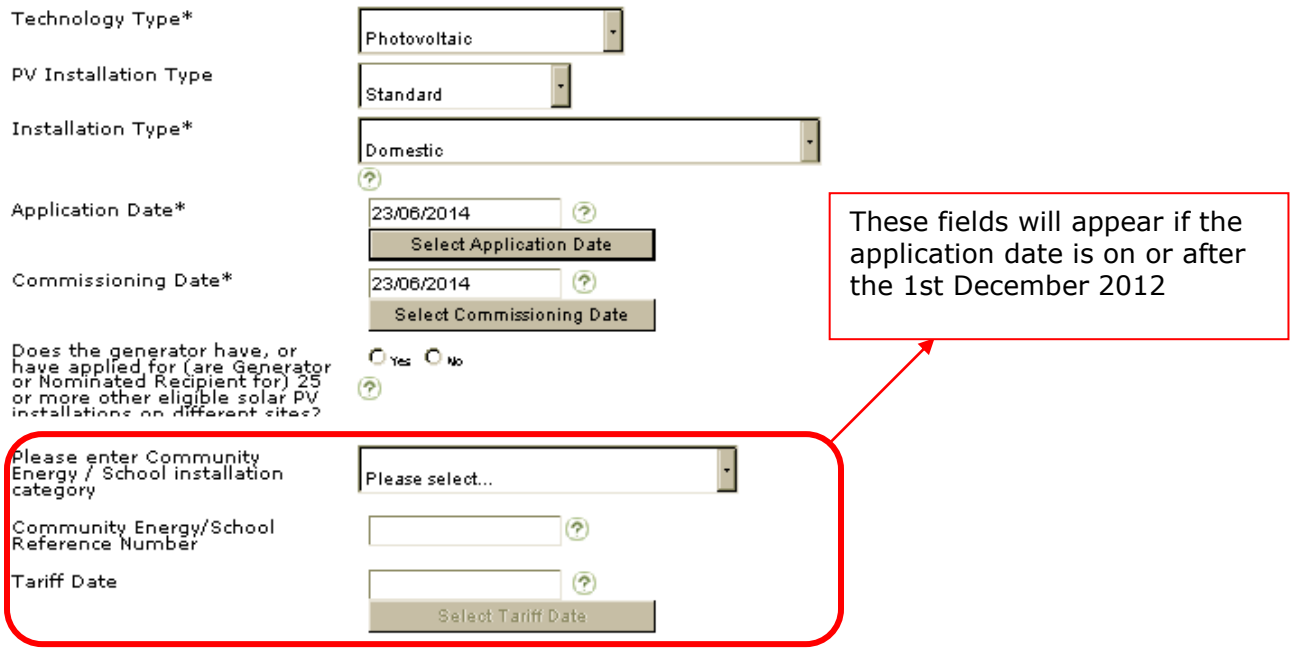
3.83. School installations will have a tariff date and this will be based on the date an application was made to Ofgem to be preregistered as a school installation. The tariff date will determine the tariff rate. The eligibility date for School installations will be the same as the tariff date.

3.84. The letter containing the information shown in the previous example will be sent to the Generator of the School to state that the installation has been confirmed as a School installation by Ofgem.

3.85. For further information please refer to Feed-in Tariff: Guidance for Community Energy and School Installations on the Ofgem website.

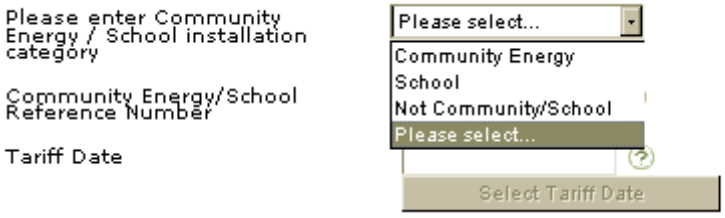
3.86. If you have any questions in regards to Community or Schools please contact the FIT Community Team on: FITCommunity@ofgem.gov.uk

3.87. Only if the chosen technology is PV non-standalone and the application date is on or after the 1 December 2012, a new installation category will appear.


Technology Type*
Photovoltaic
PV Installation Type
Standard
Installation Type*
Domestic
Application Date*
23/06/2014
Select Application Date
Commissioning Date*
23/06/2014
Select Commissioning Date
Does the generator have, or have applied for (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites?
Yes
No
Please enter Community Energy / School installation category
Please select...
Community Energy/School Reference Number
Tariff Date
Select Tariff Date
These fields will appear if the application date is on or after the 1st December 2012

3.88. This community energy/school installation category will have the following three options:

- Community Energy
- School
- Not Community/School



3.89. Please note: The new community energy/schools category field applies to those installations with confirmation from Ofgem of their community energy/schools status. The majority of installations will be not a community energy or school installation. If then the licensee is not a community energy or school installation they will not

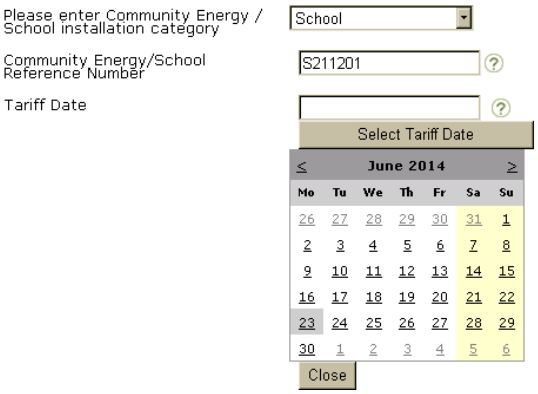
receive a copy of the letter from the generator and should choose the option 'Not community/school'.

3.90. If the chosen installation category is 'Not Community/School' the community energy/school reference number and tariff date, will not apply and will not be available.

3.91. If the chosen installation category is "Community Energy" or "School", there will be a "Community Energy/ School Reference Number" field and a "Tariff Date" field.

3.92. The Community Energy reference must be unique and start with a C followed by six digits, **e.g. C123456.** For Schools this would be an S followed by six digits, **e.g. S123456.**

3.93. After that, the "Tariff Date" can be selected by using the date picker or manually free typing in the date.


Please enter Community Energy / School installation category
School
Community Energy/School Reference Number
S211201
Tariff Date
Select Tariff Date
June 2014
Mo Tu We Th Fr Sa Su
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 1 2 3 4 5 6
Close

Energy Efficiency Requirement

3.94. FIT licensees are also required to check energy efficiency requirements (EER) for solar PV installation with a TIC up to and including 250kW, including extensions, with the exception of stand-alone, from 1 April 2012.

3.95. They are required to check whether the EER applies and, if so, these installations are required to demonstrate that the building to which the solar PV is attached or wired to provide electricity has achieved an Energy Performance Certificate (EPC) rating of level D or above in order to receive the higher tariff, provided the multi-installation tariff does not apply.

3.96. Licensees should choose an answer based on the declaration options chosen by the generator.

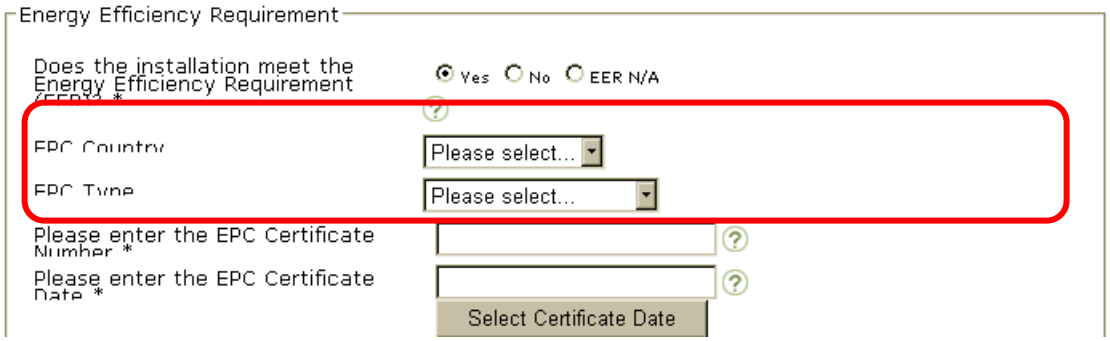
Signed declaration	**The EER does apply and an EPC rating of level D or above *has* been achieved**	**The EER does apply and an EPC rating of level D or above *has not* been achieved**	**The EER does not apply because the installation is not attached or wired to provide electricity to a relevant building**
EER answer	Choose 'Yes'	Choose 'No'	Choose ' EER NA'
EPC region	Choose England\Wales or Scotland	Not asked	Not asked
EPC type	If EPC region **England/Wales:** EPC region is not asked If EPC region **Scotland** choose one of: • Domestic • Non-Domestic • Domestic (New build)	Not asked	Not asked
EPC Certificate Number	**Mandatory** for England\Wales and Scotland 'Domestic' **Optional** for Scotland Non-Domestic and Scotland Domestic (New build)	Not asked	Not asked
EPC date	Mandatory	Not asked	Not asked
Installation Comment	Not required	Not required	Mandatory

3.97. Please note that solar PV Community energy and school installations can benefit from a relaxation of the existing energy efficiency requirements that a minimum EPC level D or above is required before a higher rate generation tariff can be assigned to an installation[1]. Once an installation's status as a community energy or school installation has been confirmed, a valid non-domestic EPC of any level (G or above), presented at the time of application to their FIT Licensee, will satisfy the

[1] To be eligible for the higher FITs tariffs, new solar PV installations up to and including 250kW, including extensions, with an eligibility date on or after 1 April 2012 are required to meet an energy efficiency requirement. This does not apply to stand alone installations. Multi-installation tariffs also apply from this date to any solar PV installation where the FIT generator or nominated recipient already owns or receives FIT payments from 25 or more other solar PV installations, which are located on different sites.

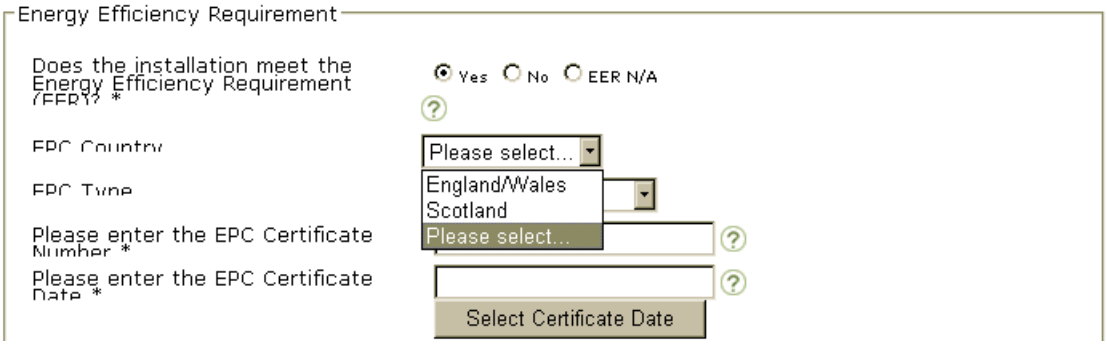
energy efficiency requirement. Therefore for EER Met? Yes should always be selected for community energy and school installations.

3.98. If the installation meets the EER, a new option for the "EPC Country" will be required.



3.99. The EPC Country will have two new options:

- England/ Wales.
- Scotland.

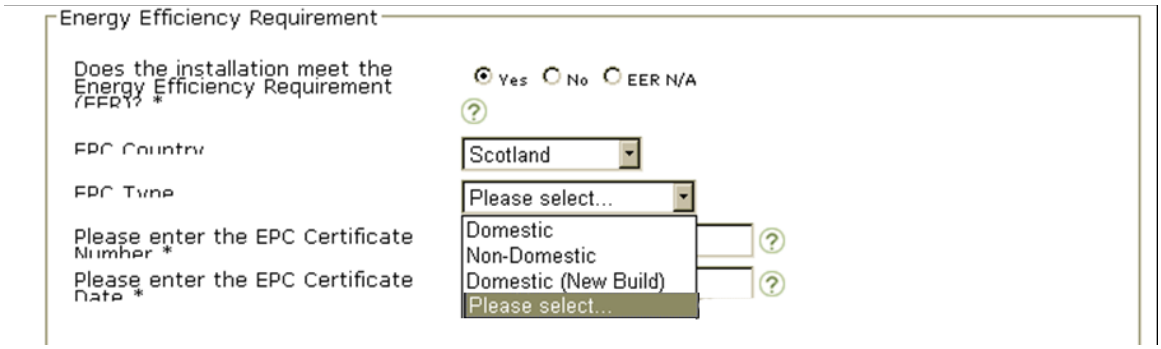


3.100. If the "EPC Country" is **Scotland ,** the "EPC Type" will be asked (please note the EPC type does not apply to England and Wales.

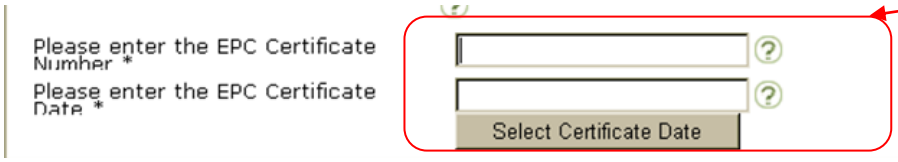
3.101. An EPC register does not exist for Scotland non-domestic and new build EPCs, as such these EPCs will **not** include a unique reference number and will not require an EPC certificate number to be entered on the CFR.

3.102. Select the correct type from the drop down list:

- Domestic. (EPC certificate number is Mandatory)
- Non- Domestic. (EPC certificate number is optional
- Domestic (New Build) (EPC certificate number is optional)



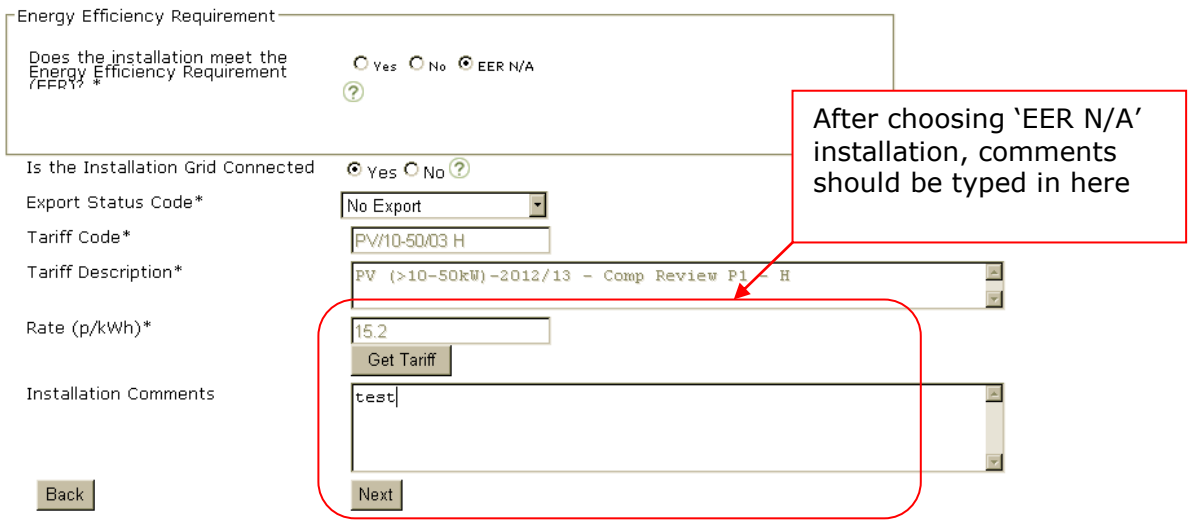
3.103. Dependant on the answers chosen for 'EPC Type' the licensee will be to fill in the epc number.



If the answer is Yes, ente the EPC number and EPC date found on the EPC certificate. If Scotland ha been chosen and the EPC type is domestic (new bu or non domestic the EPC certificate number is opti

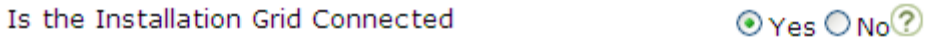
3.104. If an installation or extension uses the same EPC as another eligibile FIT Installation already registered on the CFR then the EPC reference can be entered again. However please ensure that the EPC is the correct one for the installation.

3.105. **Please note** that if the licensee chooses No or EER N/A to the EER Met? question, they will not be required to fill in the EPC number or date , however if EER N/A is chosen, they will be forced to fill in a comment to provide evidence as to why the the EER is NA to the installation.



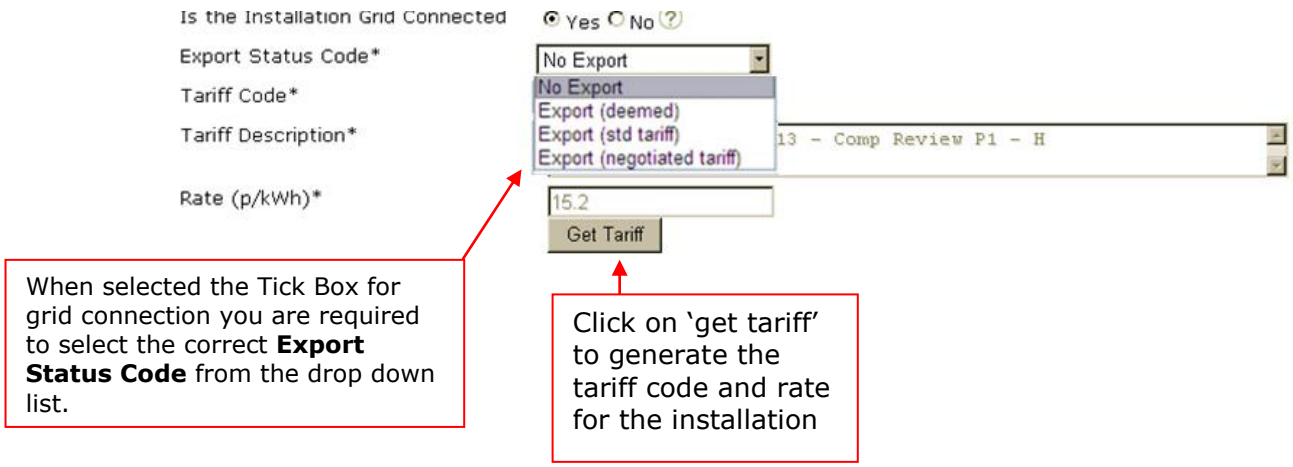
Export status

3.106. For all installations regardless of technology, if the installation is not connected to the licensed electricity distribution network, the radio button illustrated should not be selected and should choose 'No'. A radio button will default the export status code to 'Yes' (grid connected)



3.107. If an installation is grid connected, the FIT licensee should keep chose the default 'Yes'. The export status code will then have the following four options:

- No Export – to be selected when an over 30kW TIC installation is grid connected, but does not have an approved export meter.
- Export (deemed) – to be selected when a 30kW TIC or less installation is grid connected but does not have an approved export meter.
- Export (std tariff) – to be selected when an up to 5MW installation that is grid connected, has an approved export meter and has opted to receive the standard FIT export rate from a Licensee.
- Export (negotiated) – to be selected when an up to 5MW installation that is grid connected, has an approved export meter, and has opted to sell the electricity on the open market .


Is the Installation Grid Connected
Yes
No
Export Status Code*
No Export
Tariff Code*
Tariff Description*
Rate (p/kWh)*
No Export
Export (deemed)
Export (std tariff)
Export (negotiated tariff)
13 - Comp Review P1 - H
15.2
Get Tariff
When selected the Tick Box for grid connection you are required to select the correct **Export Status Code** from the drop down list.
Click on 'get tariff' to generate the tariff code and rate for the installation

3.108. By clicking on 'Get tariff' the tariff will be calculated according to the options chosen.

3.109. The CFR has been amended to allow installations of same technology to be registered at the same location (same OS grid reference or the same postal address) with a different supply or export MPAN as a pre-existing installation.

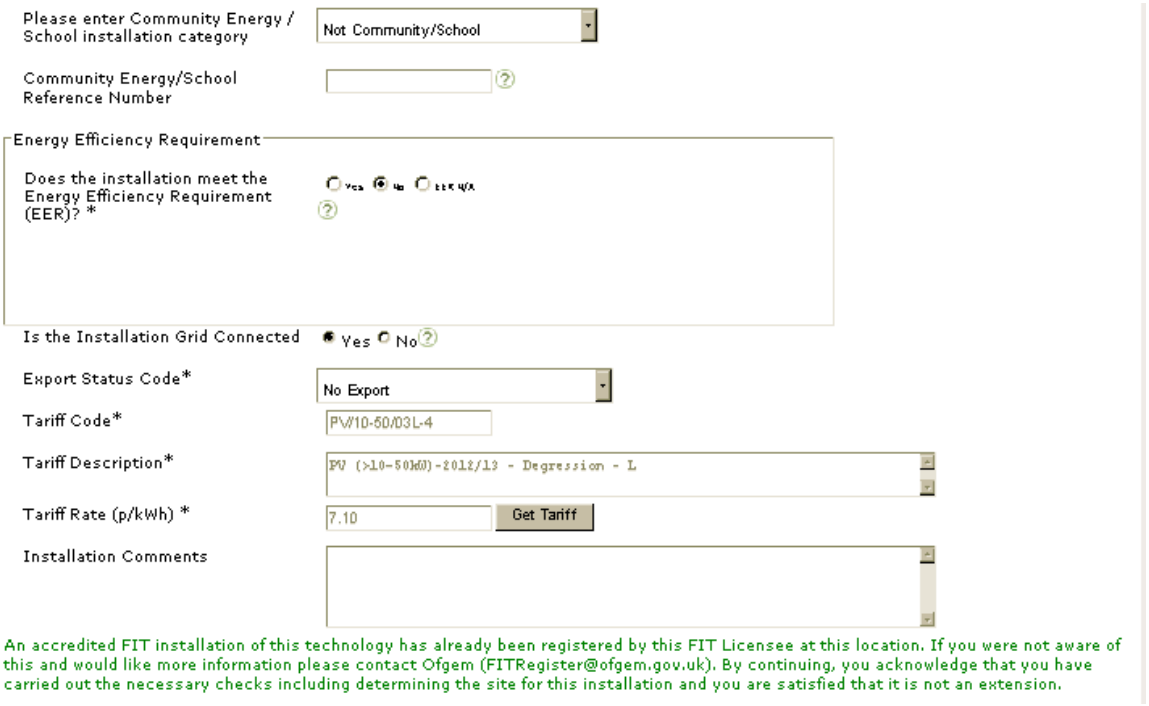
3.110. Previously, the CFR prevented an installation with the same technology at the same location as a pre-existing FIT installation to be registered. Now, if a FIT Licensee registers an installation with the same technology and the same location as a pre-existing FIT installation, they will receive a warning message but they can continue.

3.111. If you press the 'Get tariff' button, the following conditions apply and a new warning message may be triggered.

3.112. The FIT Licensee will receive one of two warning messages, this will be dependent on whether the pre-existing installation is registered with the same FIT licensee or with a different FIT licensee.

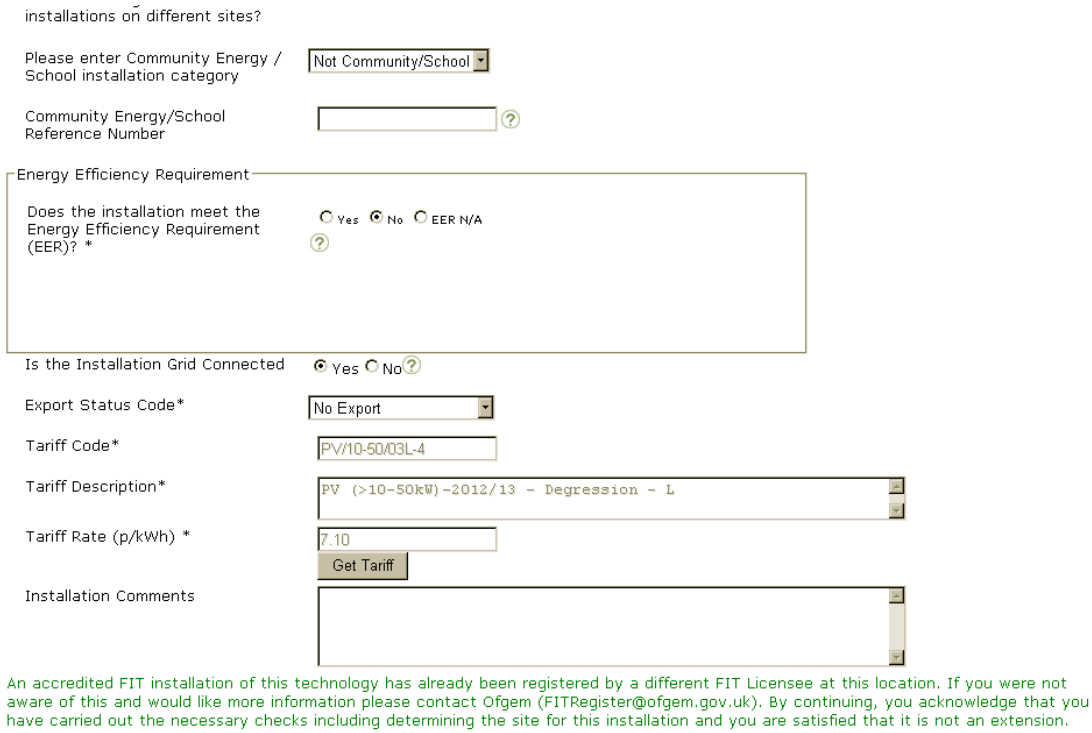
Same FIT Licensee:

3.113. 'An accredited FIT installation of this technology has already been registered by this FIT Licensee at this location. If you were not aware of this and would like more information please contact Ofgem (FITRegister@ofgem.gov.uk). By continuing, you acknowledge that you have carried out the necessary checks including determining the site for this installation and you are satisfied that it is not an extension.'


Please enter Community Energy / School installation category
Not Community/School
Community Energy/School Reference Number
Energy Efficiency Requirement
Does the installation meet the Energy Efficiency Requirement (EER)? *
Is the Installation Grid Connected
Yes
No
Export Status Code*
No Export
Tariff Code*
PV10-50/03L-4
Tariff Description*
PV (>10-50kW)-2012/13 - Degression - L
Tariff Rate (p/kWh) *
7.10
Get Tariff
Installation Comments
An accredited FIT installation of this technology has already been registered by this FIT Licensee at this location. If you were not aware of this and would like more information please contact Ofgem (FITRegister@ofgem.gov.uk). By continuing, you acknowledge that you have carried out the necessary checks including determining the site for this installation and you are satisfied that it is not an extension.

Different FIT Licensee:

3.114. 'An accredited FIT installation of this technology has already been registered by a different FIT Licensee at this location. If you were not aware of this and would like more information please contact Ofgem (FITRegister@ofgem.gov.uk). By continuing, you acknowledge that you have carried out the necessary checks including determining the site for this installation and you are satisfied that it is not an extension.'


installations on different sites?
Please enter Community Energy / School installation category
Not Community/School
Community Energy/School Reference Number
Energy Efficiency Requirement
Does the installation meet the Energy Efficiency Requirement (EER)? *
Yes No EER N/A
Is the Installation Grid Connected
Yes No
Export Status Code*
No Export
Tariff Code*
PV/10-50/03L-4
Tariff Description*
PV (>10-50kW)-2012/13 - Degression - L
Tariff Rate (p/kWh) *
7.10
Get Tariff
Installation Comments
An accredited FIT installation of this technology has already been registered by a different FIT Licensee at this location. If you were not aware of this and would like more information please contact Ofgem (FITRegister@ofgem.gov.uk). By continuing, you acknowledge that you have carried out the necessary checks including determining the site for this installation and you are satisfied that it is not an extension.

3.115. If either of these messages appear and you were not aware that you were registering an installation with the same technology at the same location as a pre-existing installation and you wish to continue but you require more information please email the CFR team for advice.

3.116. If you continue with the registration you will be acknowledging that you have carried out the necessary checks to ensure that this installation is being registered correctly. This includes ensuring that the site has been correctly determined and you are satisfied that it is not an extension to a pre-existing installation.

3.117. If you are content with these checks, you can proceed with the registration. Please note that if you attempt to register the installation with the same supply or export MPAN as any pre-existing installation you will receive either an error or warning message as outlined in the guidance letter emailed on 20 February 2013.

3.118. If you enter a different Supply or Export MPAN to a pre-existing installation you will be able to proceed and no warning message will appear on the metering page.

3.119. If you have any questions or concerns please do not hesitate to contact FITRegister@ofgem.gov.uk.

3.120. Then click *next* to move on to the metering section of the registration.

STEP 4: Add Meter Details

3.121. The final stage of the MCS certified registration process is to provide the details of the meters at the installation.

3.122. All installations must have at least one generation meter. Details of the generation meter (serial number) are also required together with the a start generation meter reading and the date of the reading. For postal applications, the date of this reading must be within 5 working days of the eligibility date.

Rules for entering MPANs

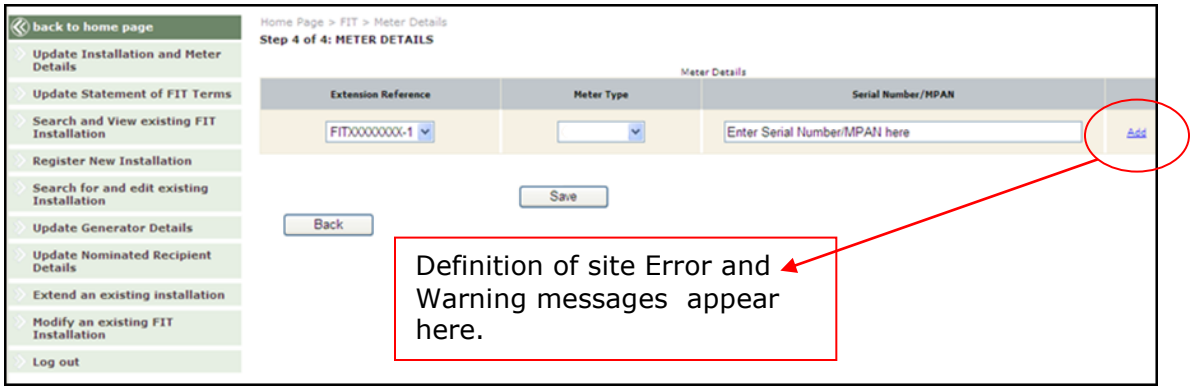
3.123. If the installation is grid connected, the supply MPAN(s) at the site of the installation must be entered. Please note that all MPAN's are the 13 digit core MPAN. The supply MPAN should be for the location of the installation and not for the generator or recipient.

3.124. Where an export meter is present, the MPAN of the meter must also be provided. Please note that all MPANs entered should be the 13 digit core MPAN.

3.125. If the installation is off grid, a supply MPAN cannot be entered.

3.126. Please note: Supply and Export MPANs always have different core digits so even if there is an import/export meter the MPANs entered should not be the same for both the Supply and Export meter.

3.127. **Definition of Site Warning Messages** There are a number of warning and error messages that are triggered when a supply or export MPAN which has already been registered against an existing installation is used when adding a new installation.



3.128. The table below outlines in what instances these messages will appear.

Definition of site table:

Eligibility Date of installation	Shares MPAN with another FIT ID (different location*, same technology)	Shares MPAN with another FIT ID (different location*, different technology)	Shares MPAN with another FIT ID (same location* and same technology)	Shares MPAN with another FIT ID (same location*, but different technology)
Pre 1December 2012	Error Message 1	Error Message 1	Error Message 1	No Error Message
On or after 1 December 2012	Warning Message 1	Warning Message 2	Warning Message 3	No Warning Message

* By location this means both postal address and OS Grid ref.

3.129. Installations with an Eligibility Date **before 1 December 2012** which are added with either a Supply or Export MPAN which is already registered on the CFR will be prevented from being registered on the CFR and will receive the below error message.

Error Message 1

'This supply/export MPAN is already registered against a different site. Please contact Ofgem.'

3.130. However, If the installation shares the same location but with a different technology there will be **No error message** and the licensee can proceed with the registration.

3.131. For installations with an eligibility date **on or after 1 December 2012** it is possible in some very specific instances for separate installations to be determined as separate sites and share the same supply/export MPAN. If you enter the same supply/export MPAN already registered to another installation the CFR will display the following warning messages dependant on the conditions set out in the definition of site table.

Warning Message 1

*'The supply/export MPAN is already registered against a different accredited FIT installation, with the **same technology** but at a **different location**. By continuing, you acknowledge that you have carried out the necessary checks including determining the site for this installation.'*

Warning Message 2

*'The supply/export MPAN is already registered against a different accredited FIT installation, with a **different technology** and at a **different location**. By continuing, you acknowledge that you have carried out the necessary checks including determining the site for this installation'.*

Warning Message 3

*'The supply/export MPAN is already registered against a different accredited FIT installation, with the **same technology** and at the **same location.** By continuing, you acknowledge that you have carried out the necessary checks including determining the site for this installation.'*

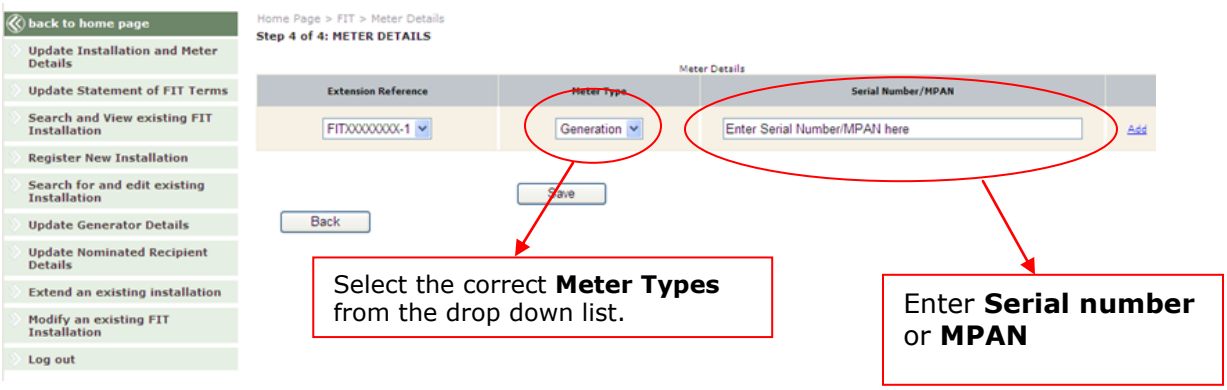
3.132. For an installation that shares the same location* but with a different technology with a previously registered installation there will be **No Warning Message** and the licensee can proceed with the registration.

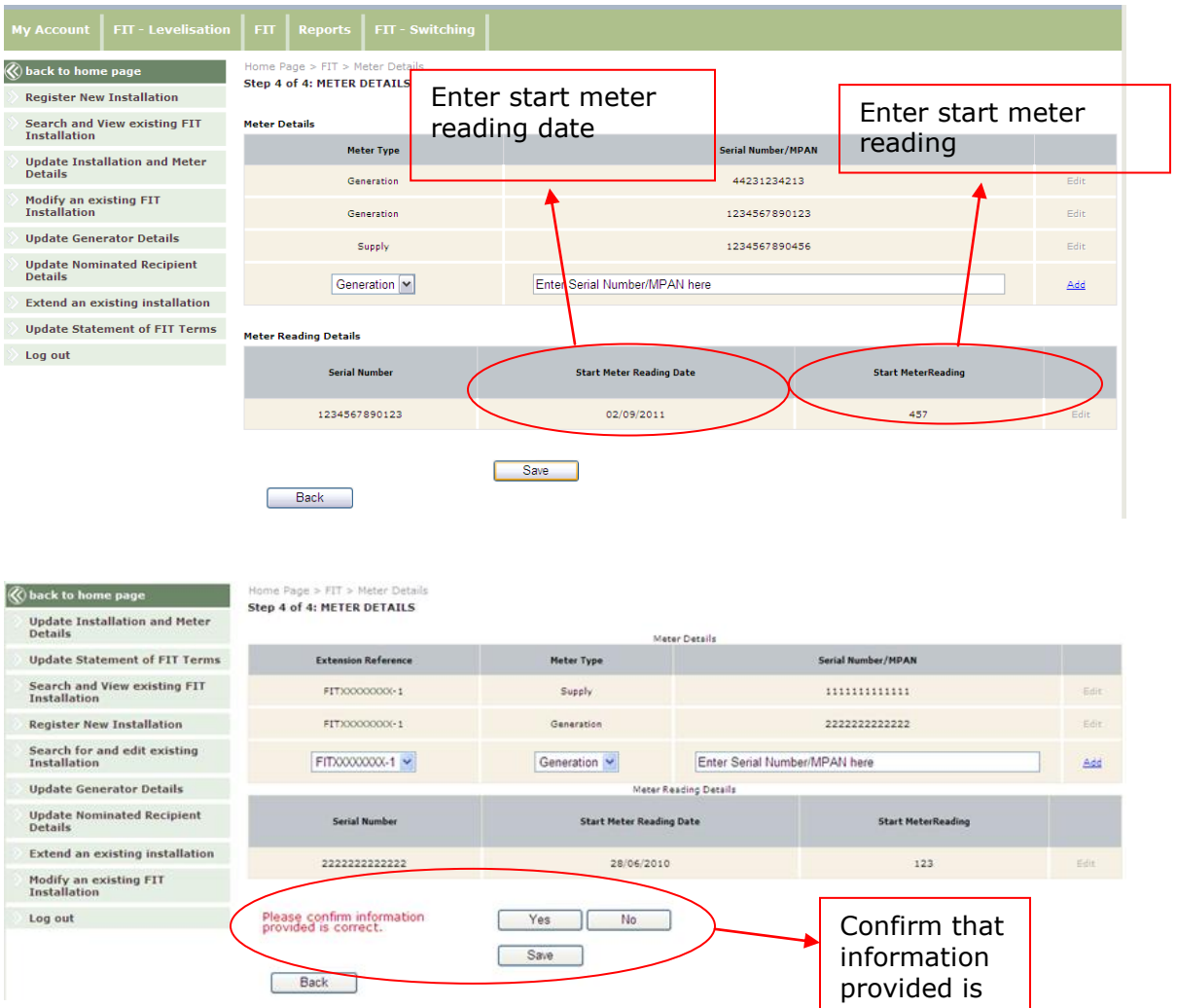
3.133. The FIT Licensee should always ensure that the necessary checks have been completed before continuing to register the installation, at the point where the warning message appears, as long as the FIT Licensee is satisfied that the installation is a separate site then they should continue to register the installation.

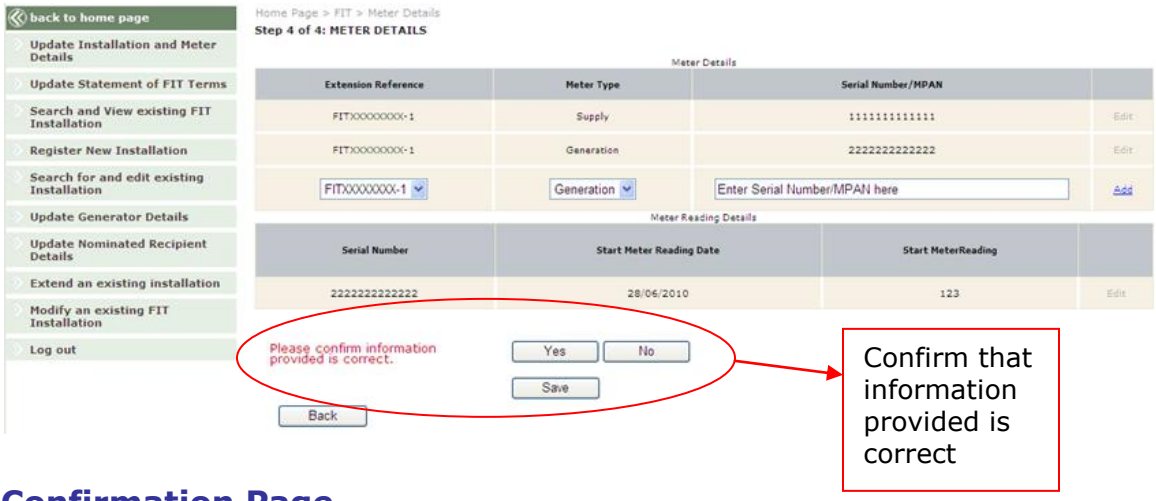
3.134. FIT Licensees should refer to the most recent Guidance for Licensed Electricity Suppliers which outlines the Definition of Site rules and describes in what instance MPANs can be shared between installations.

3.135. If a warning message is triggered and it is not expected then please contact the CFR Team **before** adding the installation. The situation can then be discussed to ensure that it is entered on to the CFR correctly.

3.136. Select the required *Meter Type* from the drop down menu.

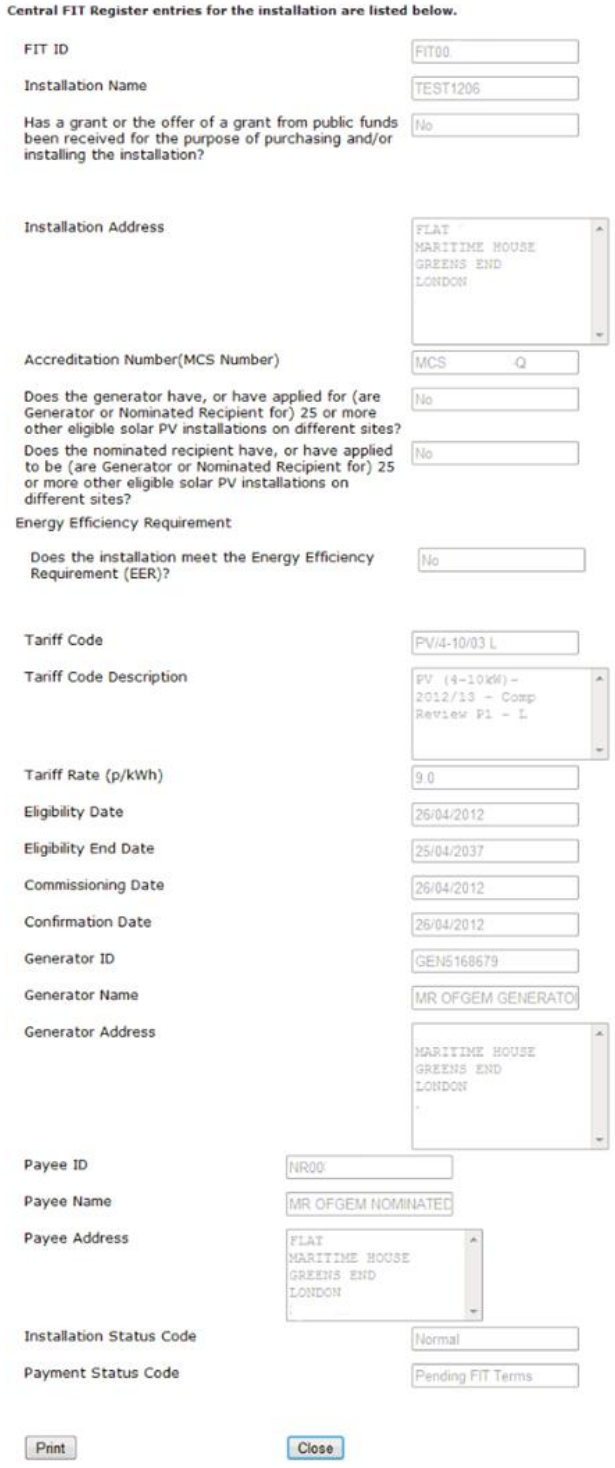






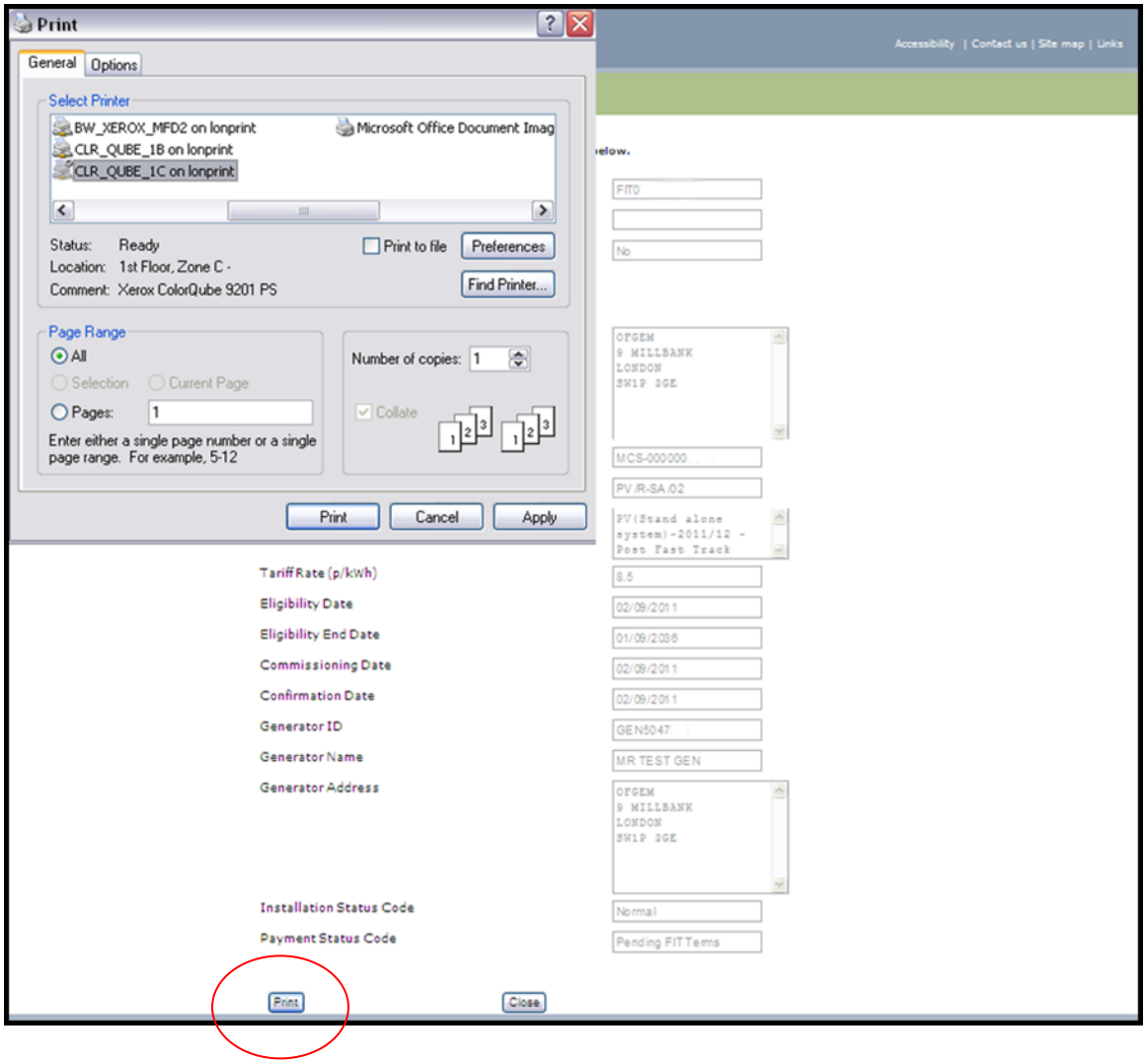
Confirmation Page

3.137.. This page is displayed to confirm what details have been entered. Details will also be emailed to the user and the nominated email address for the Licensee.



Print Confirmation Details

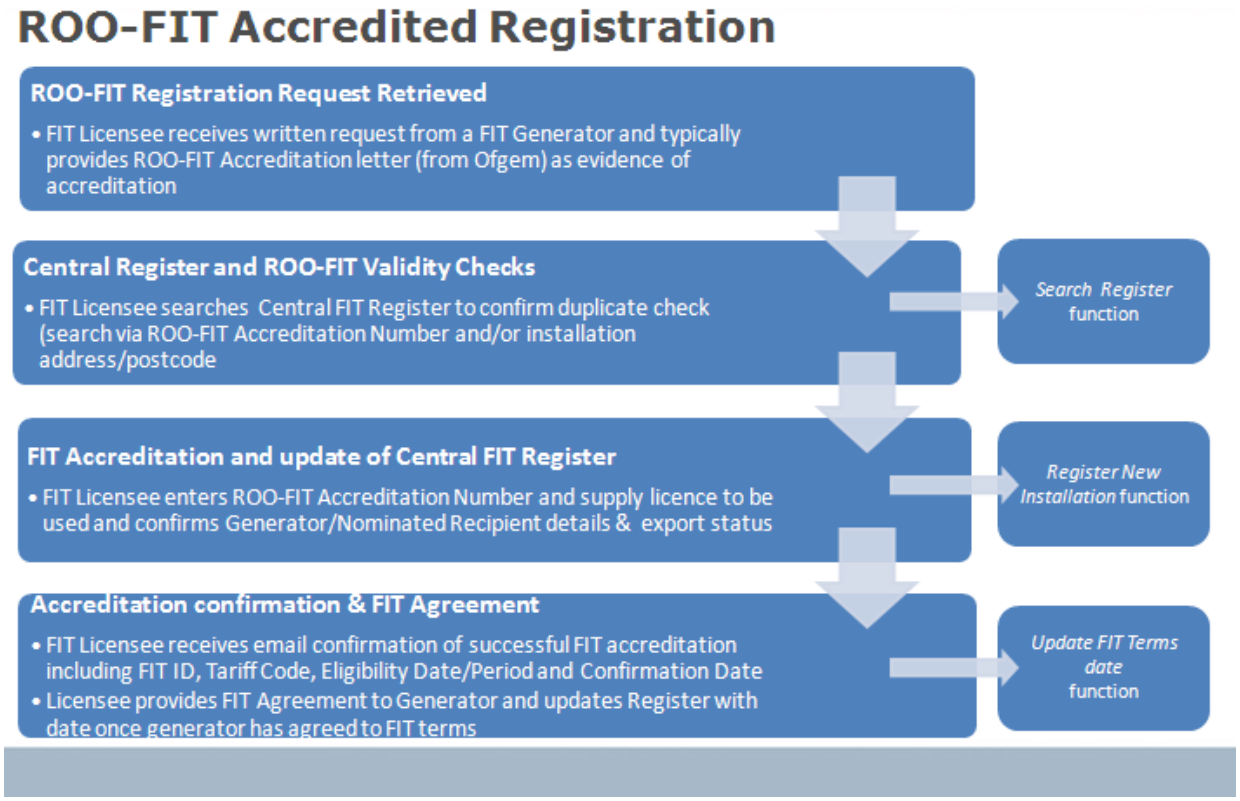
3.138. Once confirmation is displayed the licensee can either print the confirmation and then click on 'close'


Print
General
Options
Select Printer
BW_XEROX_MFD2 on lonprint
CLR_QUBE_1B on lonprint
CLR_QUBE_1C on lonprint
Microsoft Office Document Imag
Status: Ready
Location: 1st Floor, Zone C -
Comment: Xerox ColorQube 9201 PS
Print to file
Preferences
Find Printer...
Page Range
All
Selection
Current Page
Pages: 1
Enter either a single page number or a single page range. For example, 5-12
Number of copies: 1
Collate
Print
Cancel
Apply
Accessibility | Contact us | Site map | Links
Tariff Rate (p/kWh)
Eligibility Date
Eligibility End Date
Commissioning Date
Confirmation Date
Generator ID
Generator Name
Generator Address
Installation Status Code
Payment Status Code
Normal
Pending FIT Terms
Print
Close

4. Registering a ROO-FIT Installation

Chapter Summary

This Chapter provides guidance on the process to register a ROO-FIT Accredited installation. Photovoltaic and Wind with a DNC greater than 50kW up to and including 5MW TIC and all Anaerobic Digestion and Hydro installations up to and including 5MW TIC.


ROO-FIT Accredited Registration
ROO-FIT Registration Request Retrieved
• FIT Licensee receives written request from a FIT Generator and typically provides ROO-FIT Accreditation letter (from Ofgem) as evidence of accreditation
Central Register and ROO-FIT Validity Checks
• FIT Licensee searches Central FIT Register to confirm duplicate check (search via ROO-FIT Accreditation Number and/or installation address/postcode
Search Register function
FIT Accreditation and update of Central FIT Register
• FIT Licensee enters ROO-FIT Accreditation Number and supply licence to be used and confirms Generator/Nominated Recipient details & export status
Register New Installation function
Accreditation confirmation & FIT Agreement
• FIT Licensee receives email confirmation of successful FIT accreditation including FIT ID, Tariff Code, Eligibility Date/Period and Confirmation Date
• Licensee provides FIT Agreement to Generator and updates Register with date once generator has agreed to FIT terms
Update FIT Terms date function

4.1. ROO-FIT Accreditation is achieved through the Accreditation function within the Renewables and CHP Register. Once accredited, the Generator receives an accreditation letter from the Renewables & CHP team at Ofgem. This provides details for the FIT Licensee such as the ROO-FIT Accreditation Number.

Changes to the ROOFIT accreditation process

Preliminary Accreditation

4.2. Preliminary accreditation is available from 1 December 2012 to all installations that, once commissioned, would use the ROO-FIT route of accreditation (solar PV and

wind installations with a DNC over 50kW and all AD and hydro installations). It is not available to extensions of accredited FIT installations

4.3. Installations which have received ROO-FIT accreditation after converting from preliminary accreditation will have an accreditation code starting with 'P' rather than an 'F'.

4.4. The format of the number will be P12345PVEN - this is made up of the P prefix, 5 numerical values, 2 letters for the technology and 2 letters for the country.

4.5. These installations should be added to the CFR in the same way as other ROOFIT installations, using the accreditation number.

4.6. As with other ROOFIT installations the majority of information will pull across directly from the ROOFIT application, if you are required to enter any additional information this will be included in the ROOFIT accreditation letter.

4.7. Please note that preliminary accreditations will also have a tariff date and this will determine the tariff rate of the installation. Their eligibility period will begin from their commissioning date.

4.8. If you have any questions or concerns please do not hesitate to contact FITRegister@ofgem.gov.uk

Benefits for Community organisations and education providers

4.9. The Government Response to the Consultation on the Comprehensive Review Phase 2B[2] announced that new benefits for community organisations and education providers would be introduced from 1 December 2012.

4.10. These benefits are focussed solely on **solar PV installations with an eligibility date on or after 1 December 2012** and include the introduction of a relaxation, for both community energy installations and school installations, from the existing minimum energy efficiency requirement in order to receive the higher generation tariff[3].

4.11. For those generators who wish to take advantage of the relaxation of the energy efficiency requirement and have commissioned or are close to commissioning larger scale solar PV community energy or school installations (greater than 50kW DNC), the existing ROO-FIT accreditation process is to be used. However, additional information will be required as part of the application for accreditation to

[2] Government Response to Consultation on Comprehensive Review Phase 2B: Tariffs for non-PV technologies and scheme administration issues. .http://www.decc.gov.uk/en/content/cms/consultations/fits_rev_ph2b/fits_rev_ph2b.aspx

[3] To be eligible for the higher FITs tariffs, new solar PV installations up to and including 250kW, including extensions, with an eligibility date on or after 1 April 2012 are required to meet an energy efficiency requirement. This does not apply to stand alone installations. Multi-installation tariffs also apply from this date to any solar PV installation where the FIT generator or nominated recipient already owns or receives FIT payments from 25 or more other solar PV installations, which are located on different sites.

demonstrate that the installation meets the definition of a community energy or school installation.

4.12. Once an installation's status as a community energy or school installation has been confirmed, a valid non-domestic EPC of any level (G or above), presented at the time of application to Ofgem, will satisfy the energy efficiency requirement.

4.13. For ROO-FIT PV Standard installations with a DNC over 50kW and a TIC up to and including 250KW and with an eligibility date on or after the 1 December 2012 then the EER questions will appear AND communities and schools questions will require completion by the generator as part of the online ROOFIT application process.

4.14. During the ROO-FIT application process on the R&CHP register, the generator will now be asked to fax,post or upload their EER declarations and multi-installation declarations.

Not a community/school

4.15. For generators with installations that are not community or schools, the ROOFIT accreditation letter will contain the mult-installation answers only. Generators should send the letter to their FIT licensee, who will enter the multi installation information onto the CFR.

4.16. Example of what is contained in the letter

"Multi-installation and Energy Efficiency Requirement Declarations (this section where applicable for solar PV*)

The generator is/is not* a FIT generator or nominated recipient for 25 or more other eligible solar PV installations on different sites for the Feed-in Tariff.

The nominated recipient is/is not* a FIT generator or nominated for 25 or more other eligible solar PV installations on different sites accredited for the Feed-in Tariff scheme.(*WHERE APPLICABLE)

Community energy/school

4.17. If the generator is a community energy or school, they will also be required to upload, fax or post a letter of intent alongside evidence that they are a school or community.

4.18. During the application the generator will answer through the online accreditation wizard whether they have met the EER requirement and answer

whether they are a community energy or school installation. They will also enter the relevant reference number once provided by Ofgem.

4.19. Once the application has been approved, the generator should contact the FIT Licensee with the ROOFIT accreditation letter from Ofgem. The Licensee will then be required to register the installation onto the CFR.

4.20. The relevant tariff will be applied accordingly, depending on whether the community or schools requirements have been answered, energy efficiency requirement has been met/has not been met or cannot be achieved and whether the multi-installation option applies.

Add new ROOFIT installation

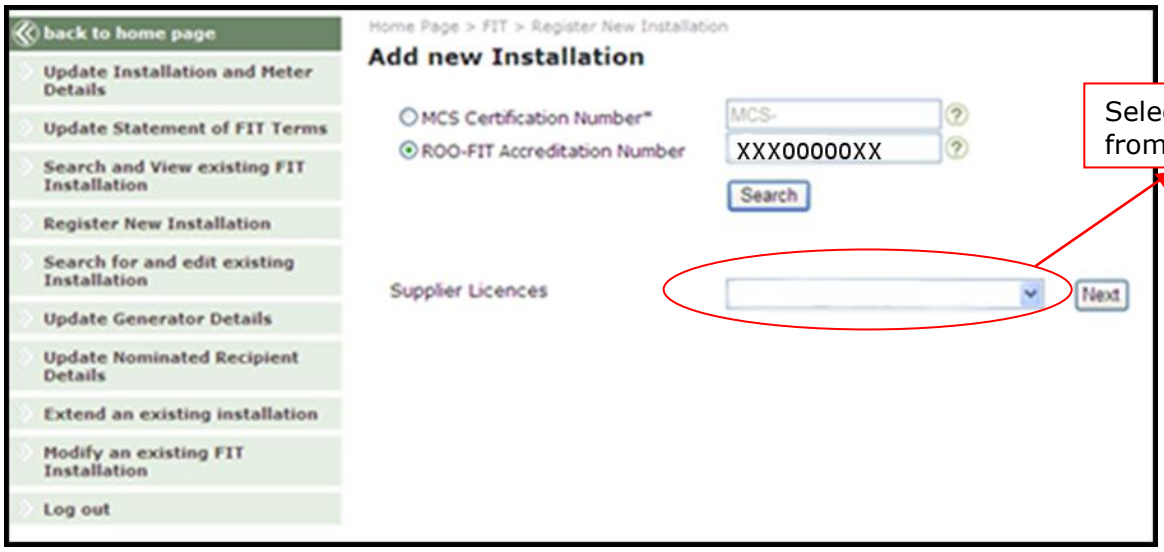
4.21. To register a new ROO-FIT accredited installation,

a) Click on *Register New Installation* menu option.
b) Select the *ROO-FIT Accreditation Number* radio button.
c) Enter the ROO-FIT Accreditation Number provided into the field

   The format of the ROO-FIT Full Accreditation number will have a prefix of F, 2 letters for the technology, 5 numerical values and 2 letters for the country eg. FPV12345EN Accreditation.

   The format of the Preliminary Accreditation number will have a prefix of the P, 5 numerical values, 2 letters for the technology and 2 letters for the country eg. P12345PVEN.

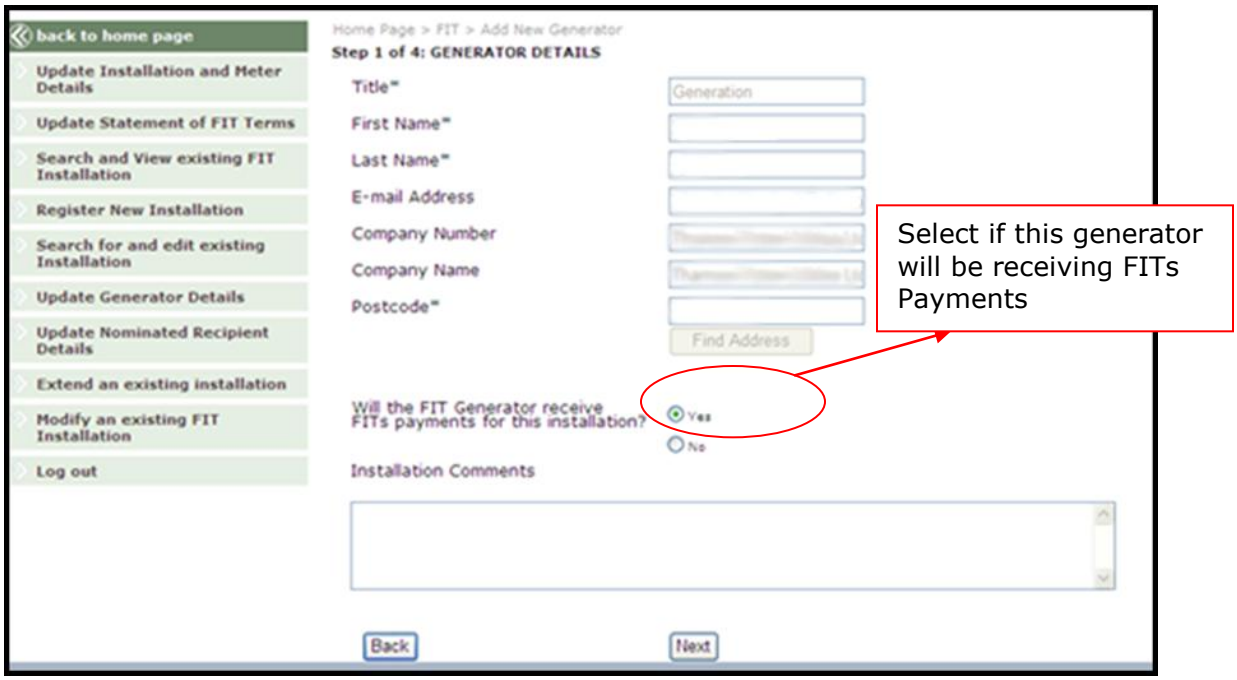
d) Click *Search* button.
e) Select correct Licence from drop down menu



Confirm Generator/Nominated Recipient details

4.22. The Generator details are imported and automatically populated from the ROOFIT application. However, the Licensee should confirm that these match with the Generator's Accreditation Letter from Ofgem. The Licensee must also confirm if the Generator will receive the FIT payments If they choose no then this will require the nominated recipient details to be added.

4.23. Once this has been completed, click the *Next* button.

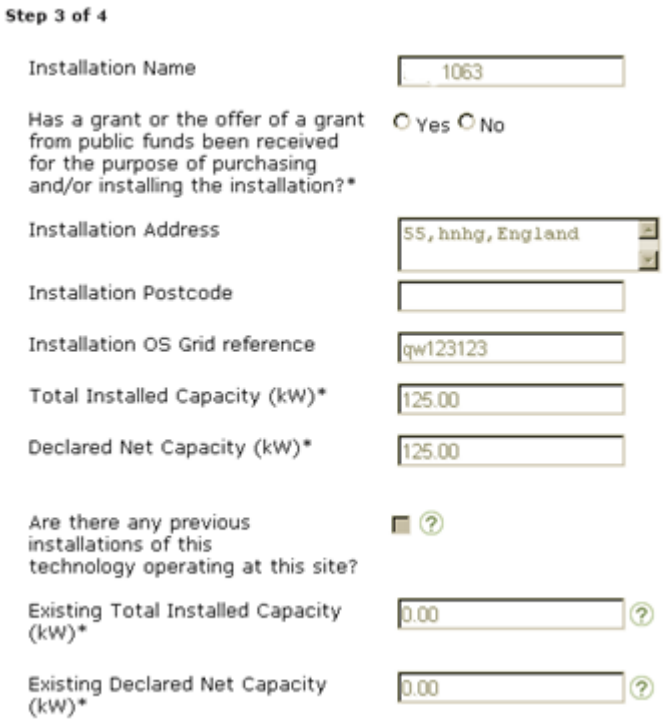


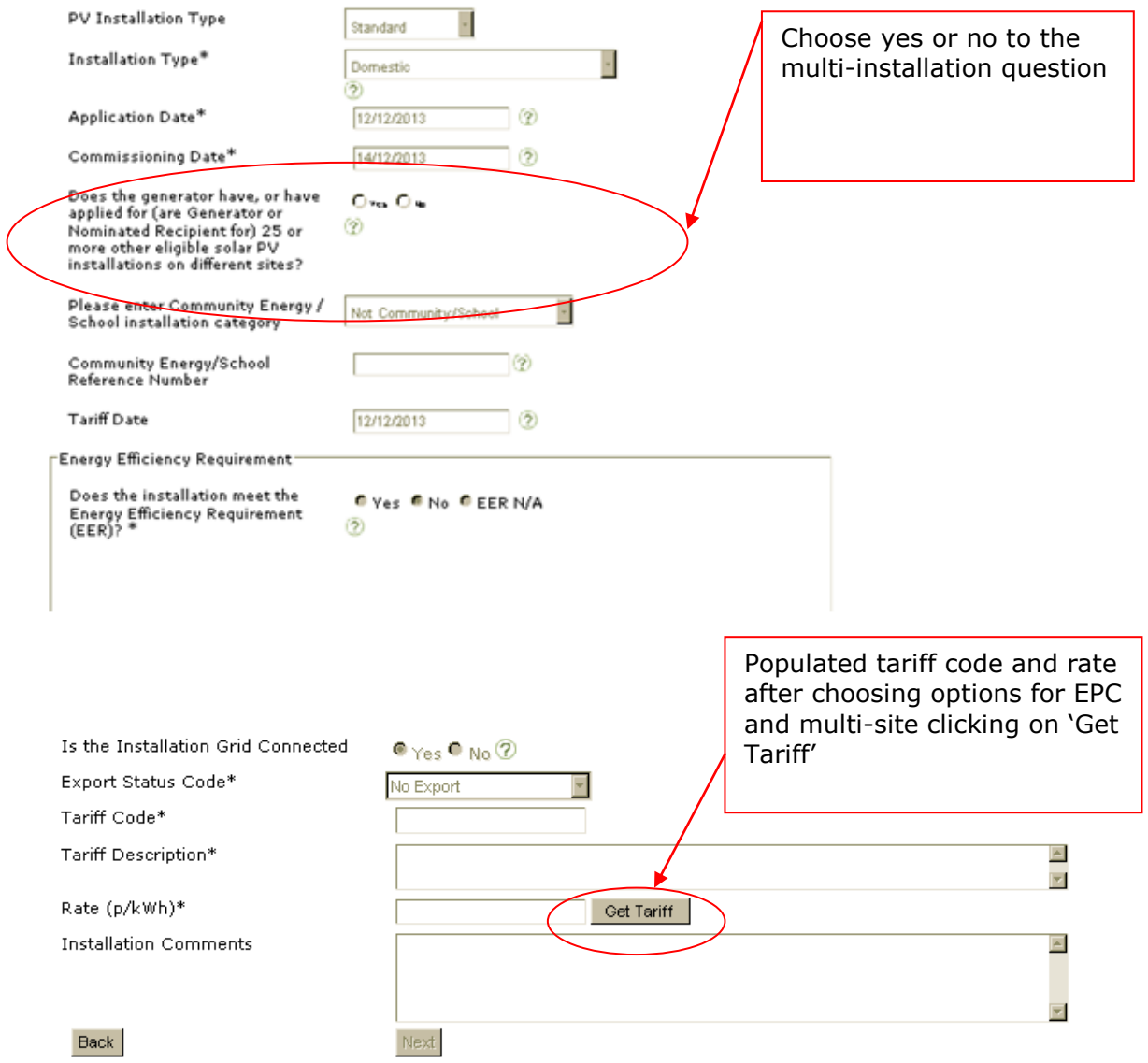
Confirm installation details

4.24. The Licensee cannot change any installation details for the installation. However, the Licensee should confirm whether or not they have received a grant by choosing the option 'yes' or 'no'.

4.25. If the chosen technology is PV standard, with a TIC up to and including 250KW and the eligibility date is on or after the 1 April 2012 then the EER questions and multi-installation requirement question/s will appear, both of which will need to be completed (Please see chapter 3, for details of EER questions, Multi installation questions and multi installation warnings). However if the eligibility date is on or after 1 December 2012, then the EER questions will be automatically populated from the ROO-FIT application. The FIT licensee will just need to complete the multi-installation requirement question/s.

4.26. Please note if the installation has undergone preliminary accreditation, the installation details will also contain a **tariff date** field and this will determine the tariff rate of the installation. Their eligibility period will begin from their commissioning date.



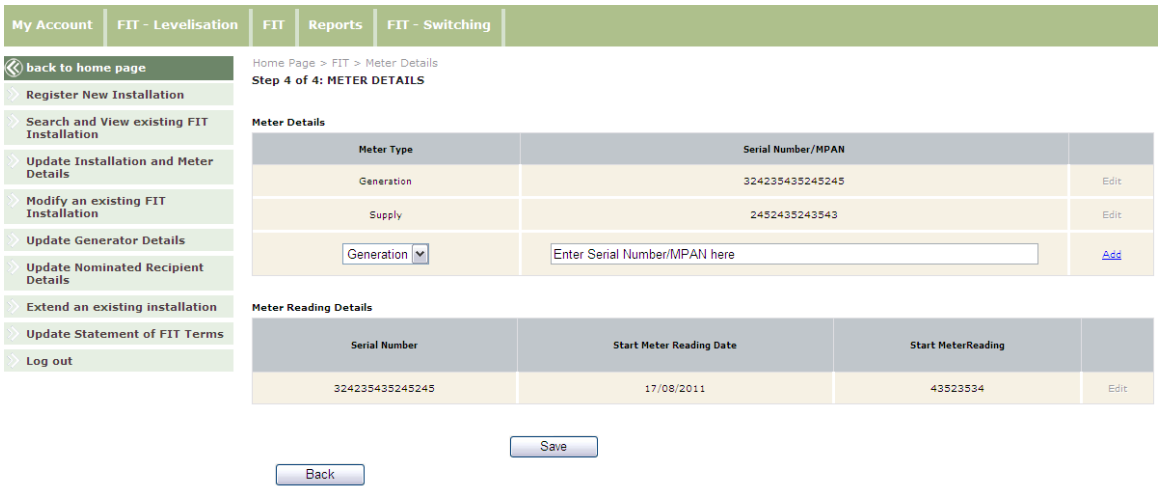


4.27. By clicking on **'Get tariff'** the tariff will be calculated according to the answers of the questions.

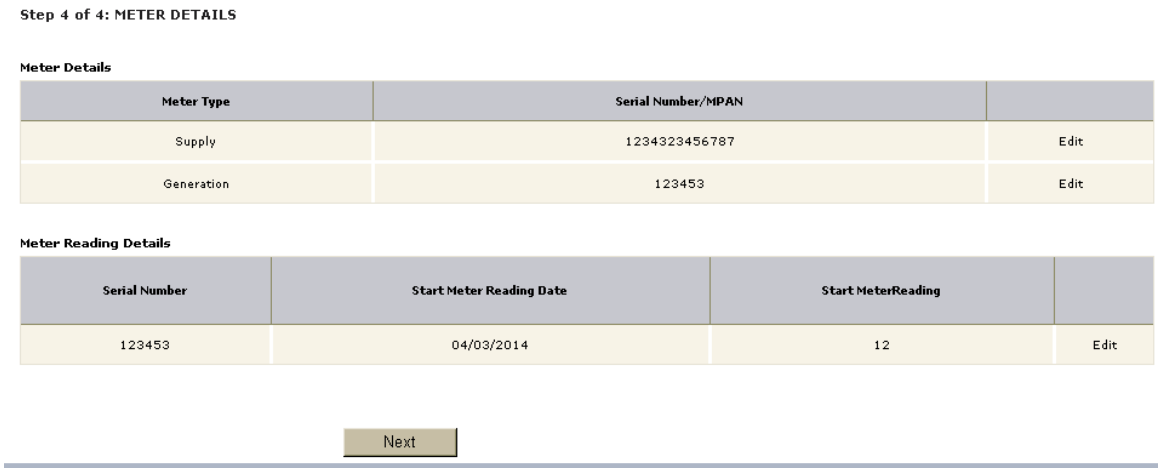
4.28. Click on the *Next* button to continue

Meter Details

4.29. No changes can be made to meter details provided via the ROO-FIT accreditation process.



4.30. Click *Save* .(*Please see chapter number 3.127 for definition of site warning and error messages that may apply.) and then the *Next* button to continue.



4.31. A confirmation screen is then displayed which can be printed if required and an email notification confirming the successful registration is sent to the Licensee.

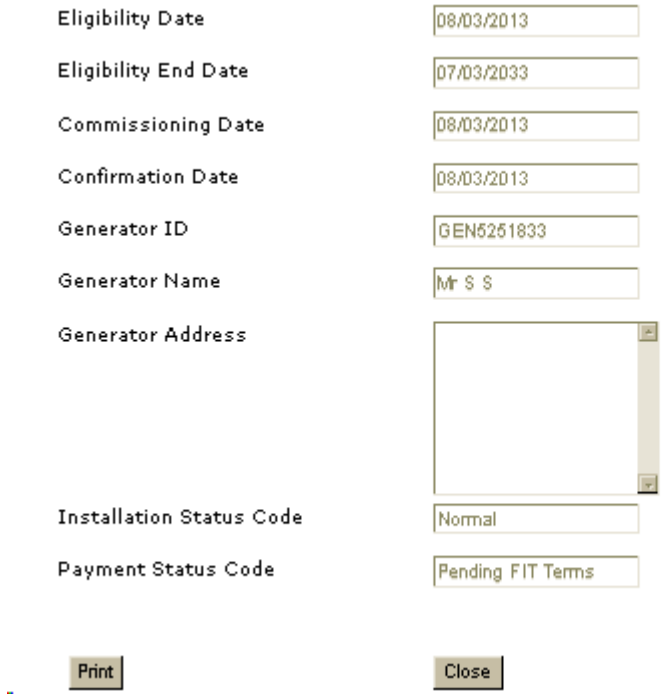
Central FIT Register entries for the installation are listed below.

FIT ID	FITXXXXXXXX
Installation Name	
Has a grant or the offer of a grant from public funds been received for the purpose of purchasing and/or installing the installation?	No
Installation Address	Test address
Accreditation Number(MCS Number)	MCS-
Does the generator have, or have applied for (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites?	No
Please enter Community Energy / School installation category	Community Energy
Community/Education reference number	C234555
Tariff Date	01/02/2013

Energy Efficiency Requirement

Does the installation meet the Energy Efficiency Requirement (EER)?	No

Tariff Code	PV/10-50/03L-4
Tariff Code Description	PV (>10-50kW)-2012/13 - Degression - L
Tariff Rate (p/kWh) *	7.10


Eligibility Date
08/03/2013
Eligibility End Date
07/03/2033
Commissioning Date
08/03/2013
Confirmation Date
08/03/2013
Generator ID
GEN5251833
Generator Name
Mr S S
Generator Address
Installation Status Code
Normal
Payment Status Code
Pending FIT Terms
Print
Close

5. Search and View an existing FIT Installation

Chapter Summary

This chapter provides details of how Licensees can search the CFR and view the details of those installations they have already registered and are making FIT payments to.

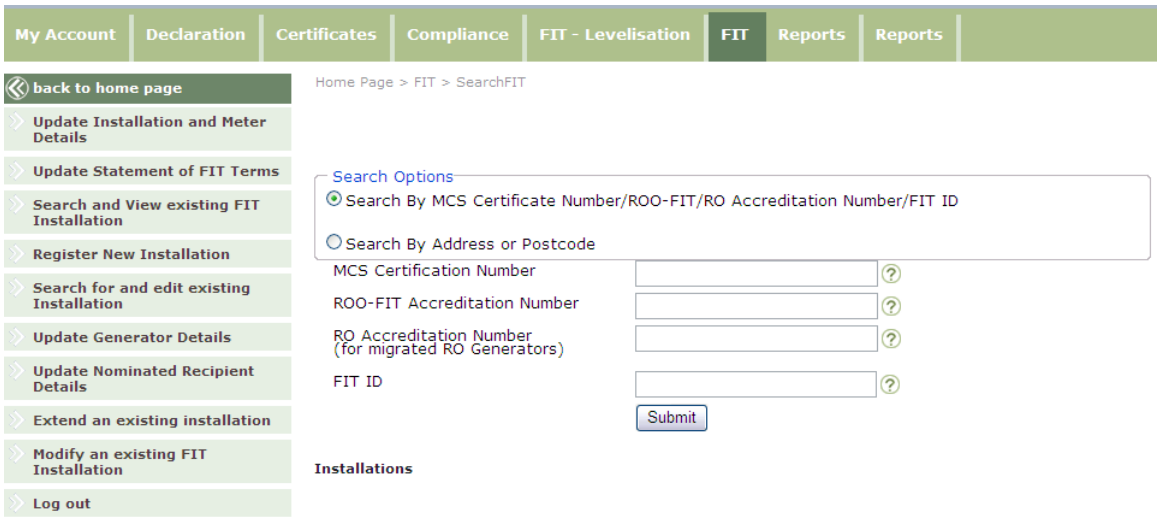
5.1. This function allows the FIT Licensee to perform a search for installations within the CFR. Where the Licensee has registered the FIT installation, the details can also be viewed.

5.2. There are different search options that can be used, depending on the information available to the user.

Search on MCS Certification Number , ROO-FIT ID, RO Accreditation number or FIT ID

5.3. The licensee can search on a suitable reference number such as the MCS Certificate Number, the ROO-FIT Accreditation Number, the RO Accreditation Number (for migrated RO stations) or the FIT ID(the unique identifier within the CFR).

a) Select the first radio button in the search options
b) Enter the appropriate reference number e.g. FIT ID.
c) Click *Submit* button.



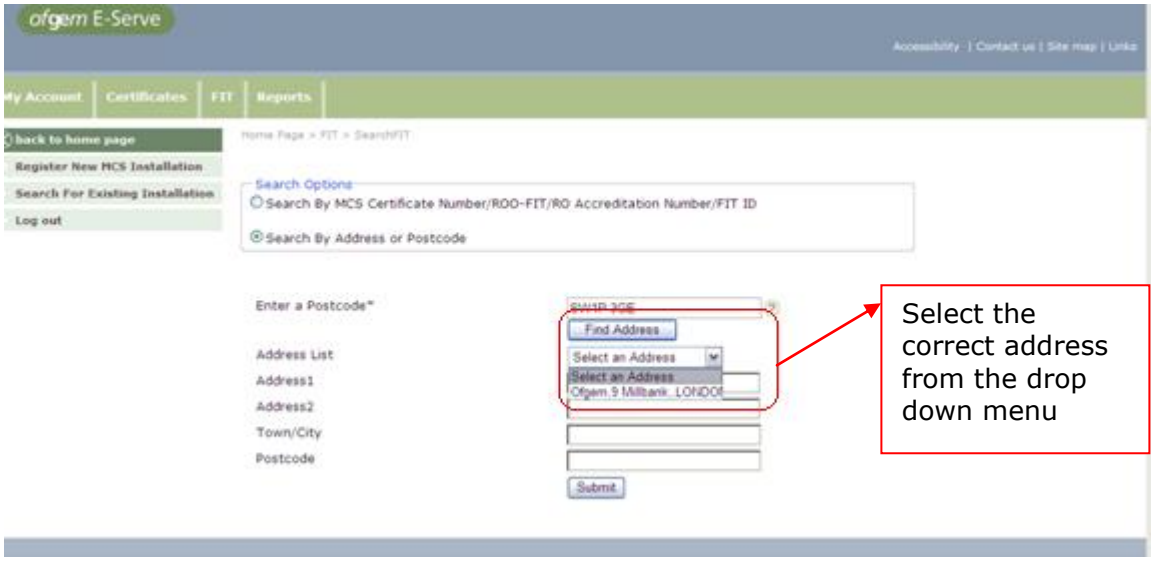
Search on Postcode

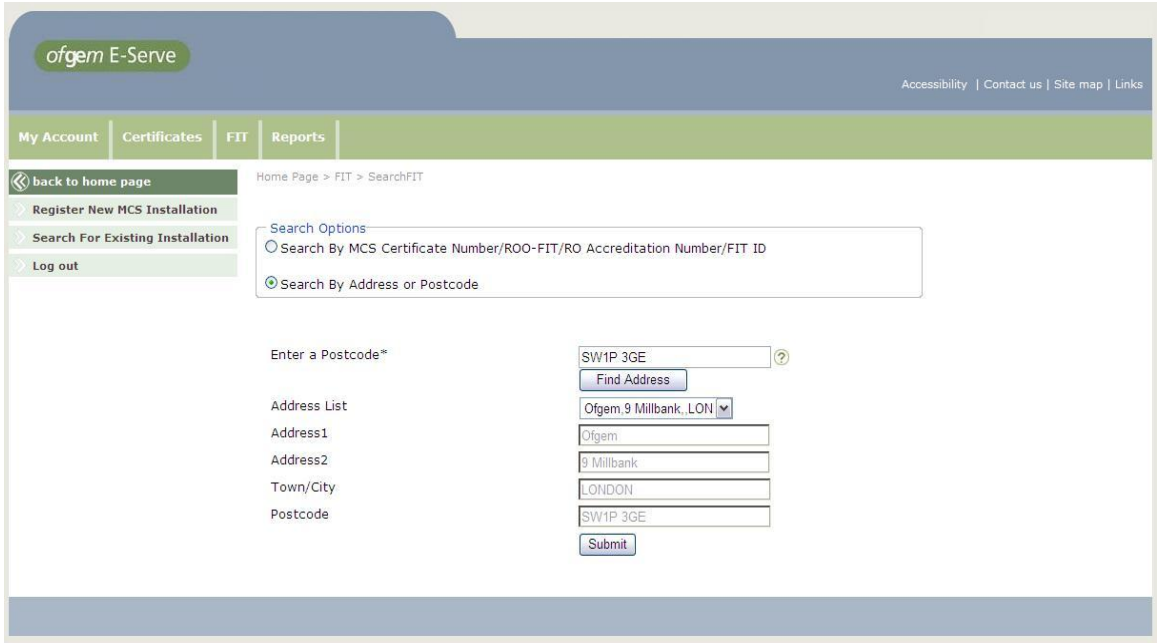
5.4. The licensee can search on postcode

a) Select the second radio button in the search options
b) Enter the Postcode and click on the *Submit* button

OR

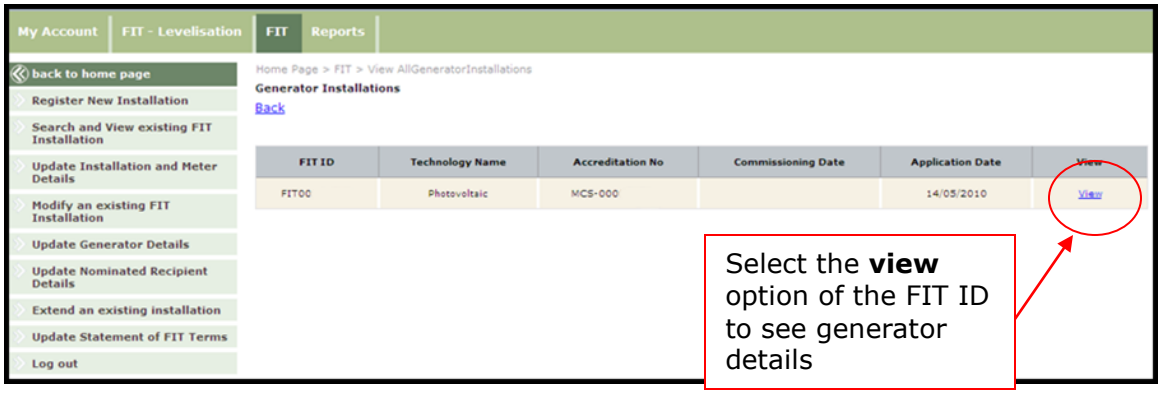
a) Enter the Postcode and click on the *Find Address* button to search for the exact address.
b) Click on drop down menu and select the correct address.
c) If the detail is correct, click on the *Submit* button.





5.5. The Search will generate a list of registered installations:

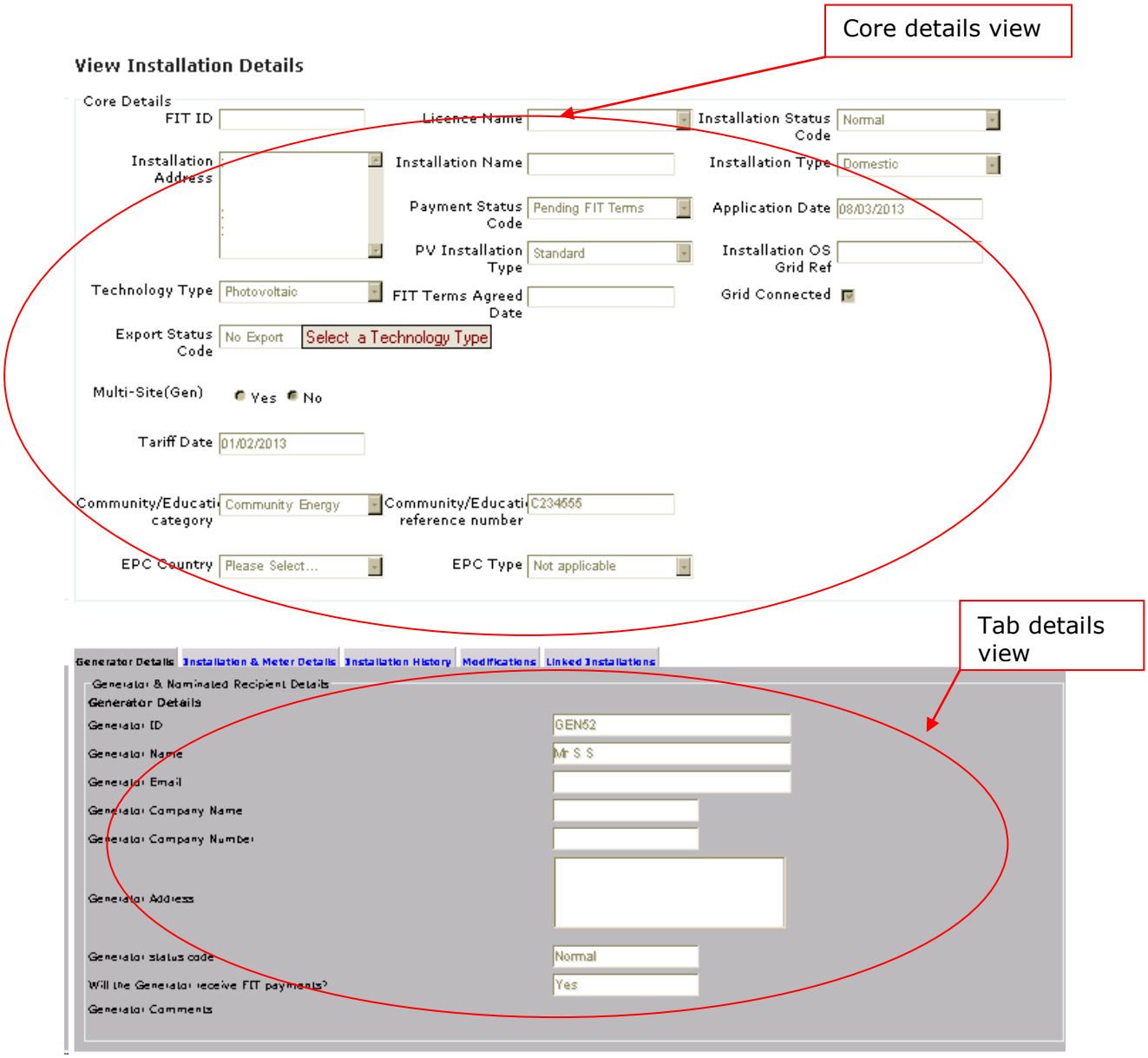
a) Locate the detail that you wish to view
b) Click on *View*



5.6. FIT Licensees can only view the details of those installations that they are currently the FIT Licensee for.

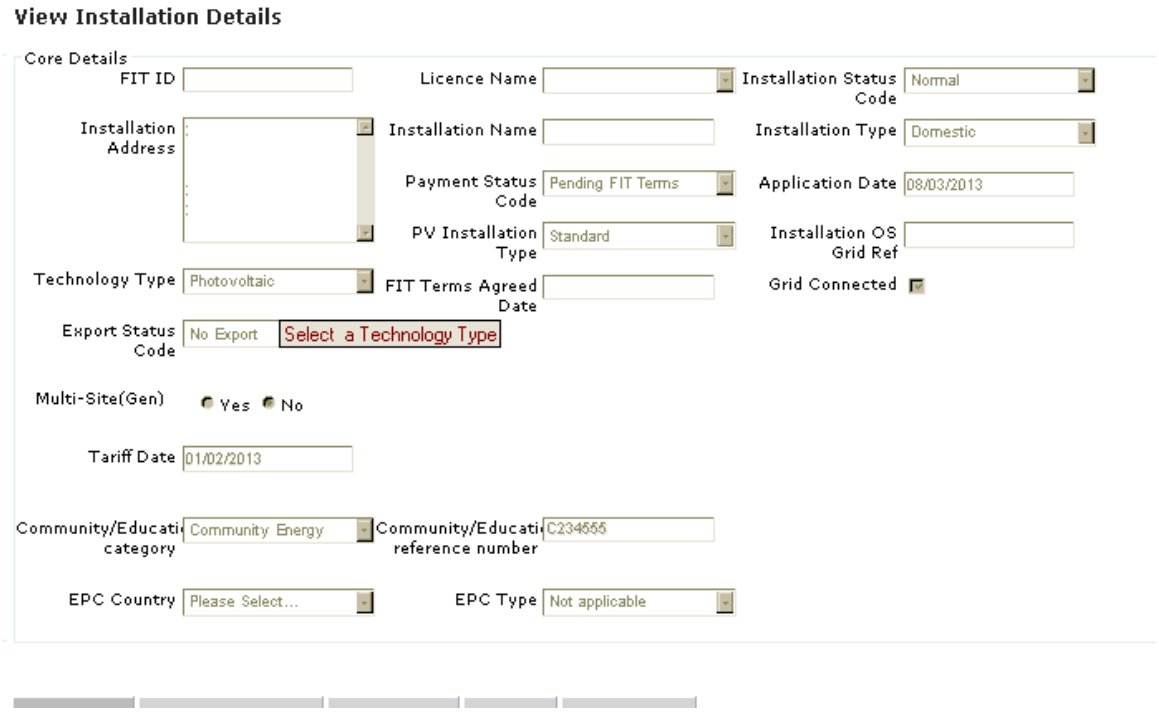
Viewing Installation Details

5.7. When viewing details of an installation the screen is split into 2 areas:-



Core Details View

5.8. The core details view is always visible regardless of what tab is displayed.

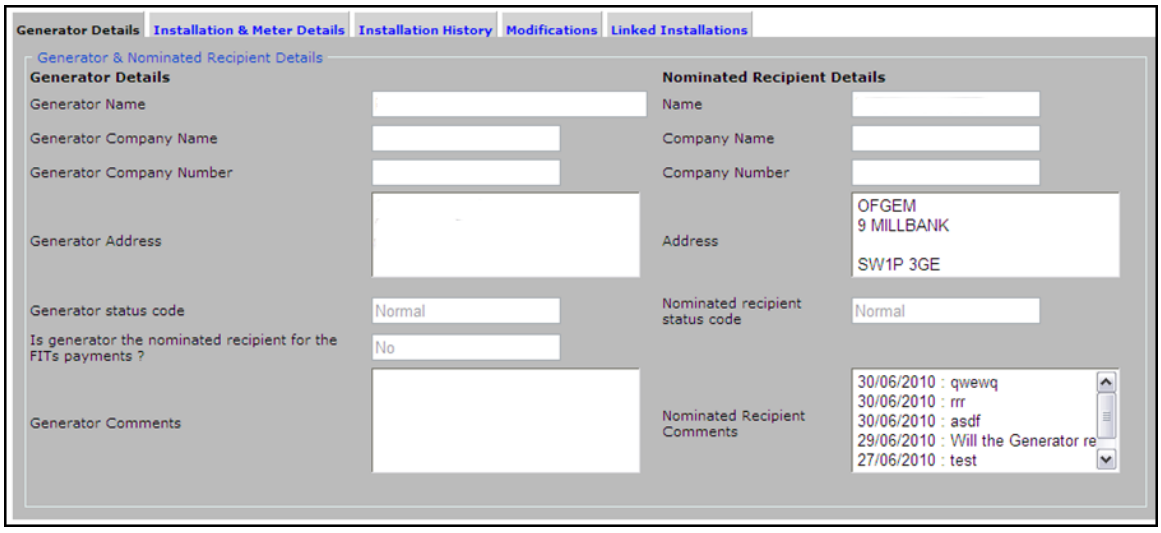


5.9. The Tab details view shows a range of tabs which display relevant information about the installation. The following tabs are available:-

- Generator Details
- Installation & Meter Details
- Installation History
- Modifications
- Linked Installations

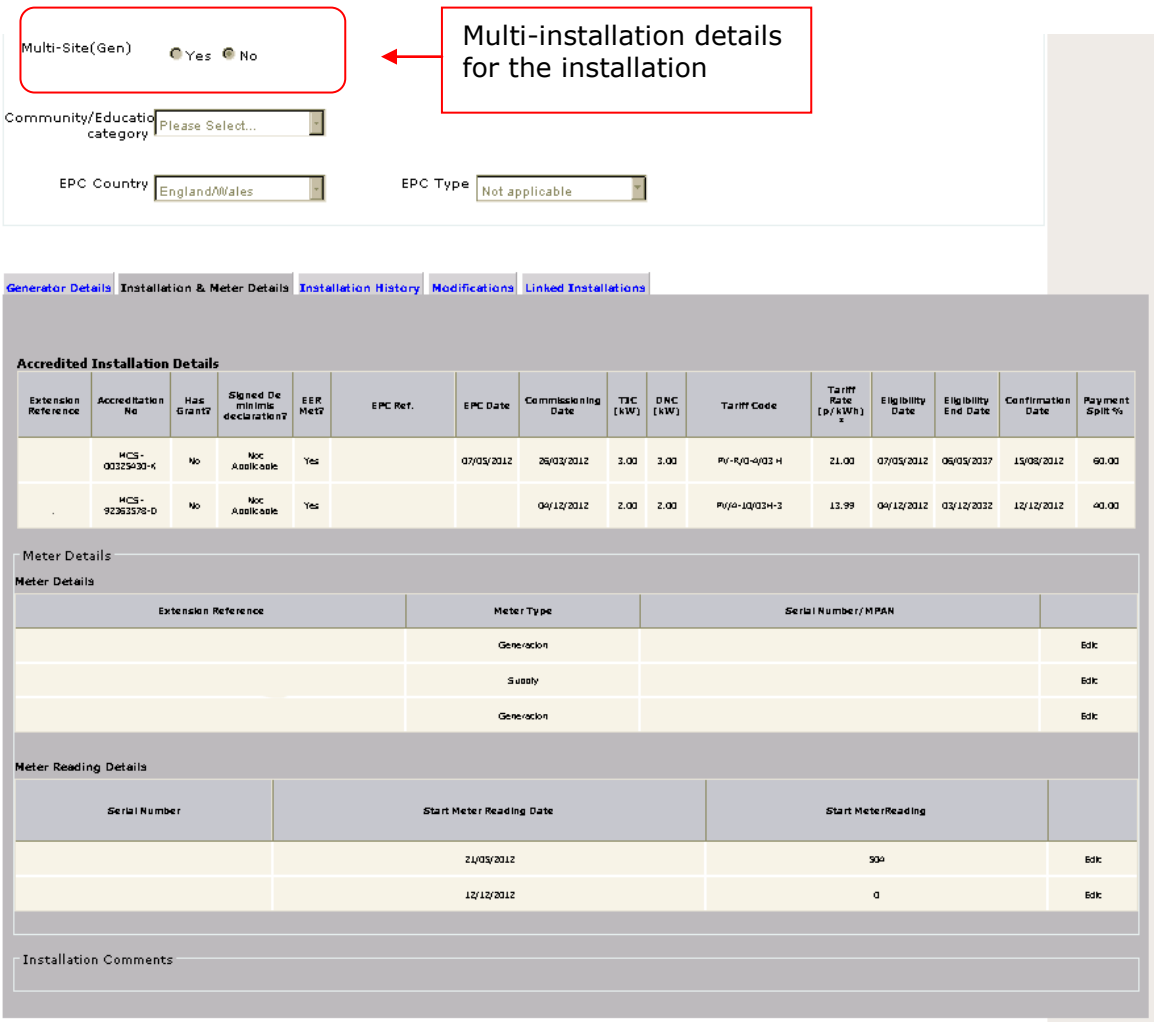
View Generator Detail

5.10. This view shows details of the Generator and if present the Nominated Recipient.



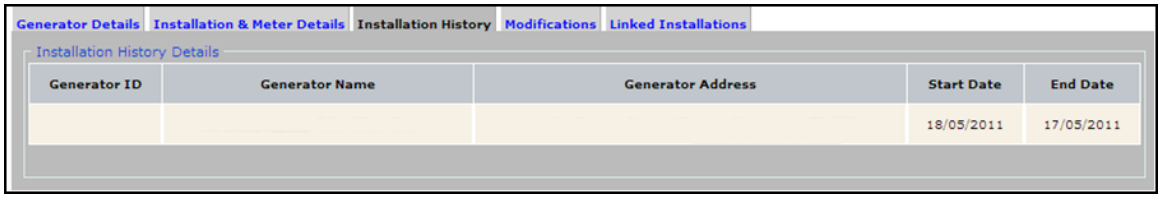
View Installation and Meter Detail

5.11. This view shows details of the installations such as the capacity, accreditation number, commissioning date, EER details, tariff code and rate,eligibility date and confirmation date. Below these details
Meter details, readings and MPANs are also displayed.



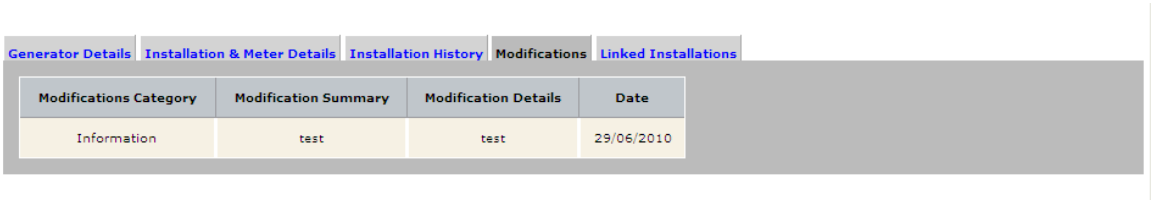
View Installation history

5.12. This view shows details of previous Generators and Nominated Recipients for the installation



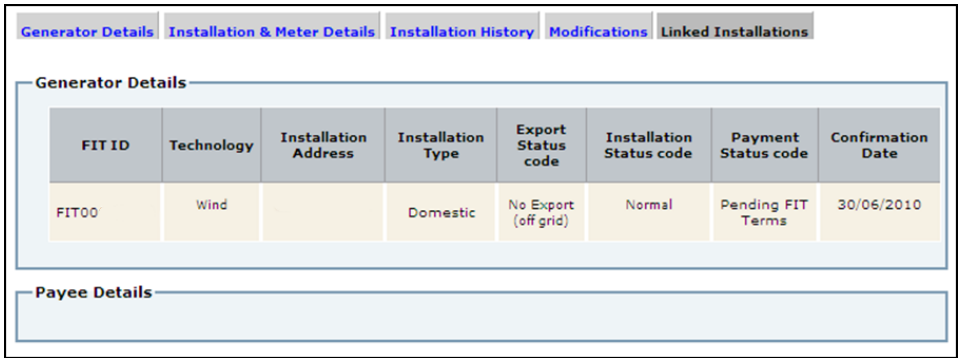
View Modifications

5.13. This view shows information and Suspend or Remove modifications that have been made to the installation. Modifications are changes to an accredited FIT installation that could affect its eligibility. However, extensions are not classed as modifications. More details of modifications can be found in Chapter 7 (Modify an existing installation).



View Linked Installations

5.14. This view shows details of other FIT installations that are linked to the one being viewed by virtue of a shared generator or nominated recipient.

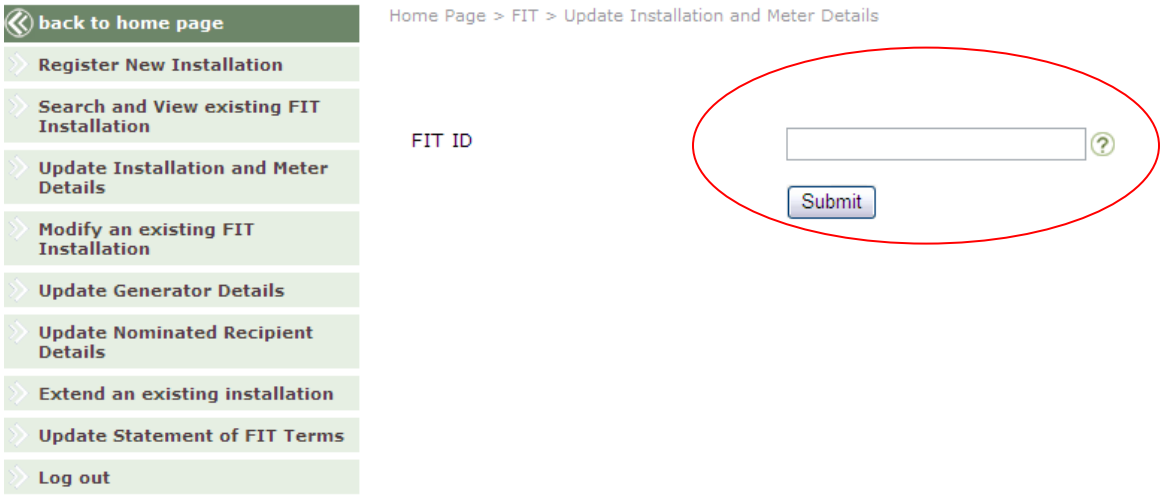


6. Update Installation and Meter details

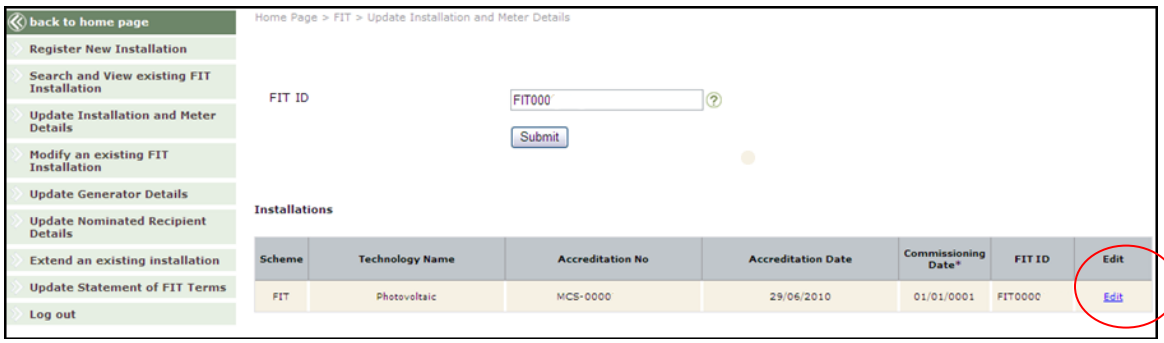
Chapter Summary

This chapter provides details of how to update certain installation and meter details for an existing FIT installation.

6.1. To update these details select the *Update Installation and Meter Details* link. Enter FIT ID and click the *Submit* button.


back to home page
Register New Installation
Search and View existing FIT Installation
Update Installation and Meter Details
Modify an existing FIT Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Update Statement of FIT Terms
Log out
Home Page > FIT > Update Installation and Meter Details
FIT ID
Submit

6.2. Click on *Edit* button to access the edit details screen



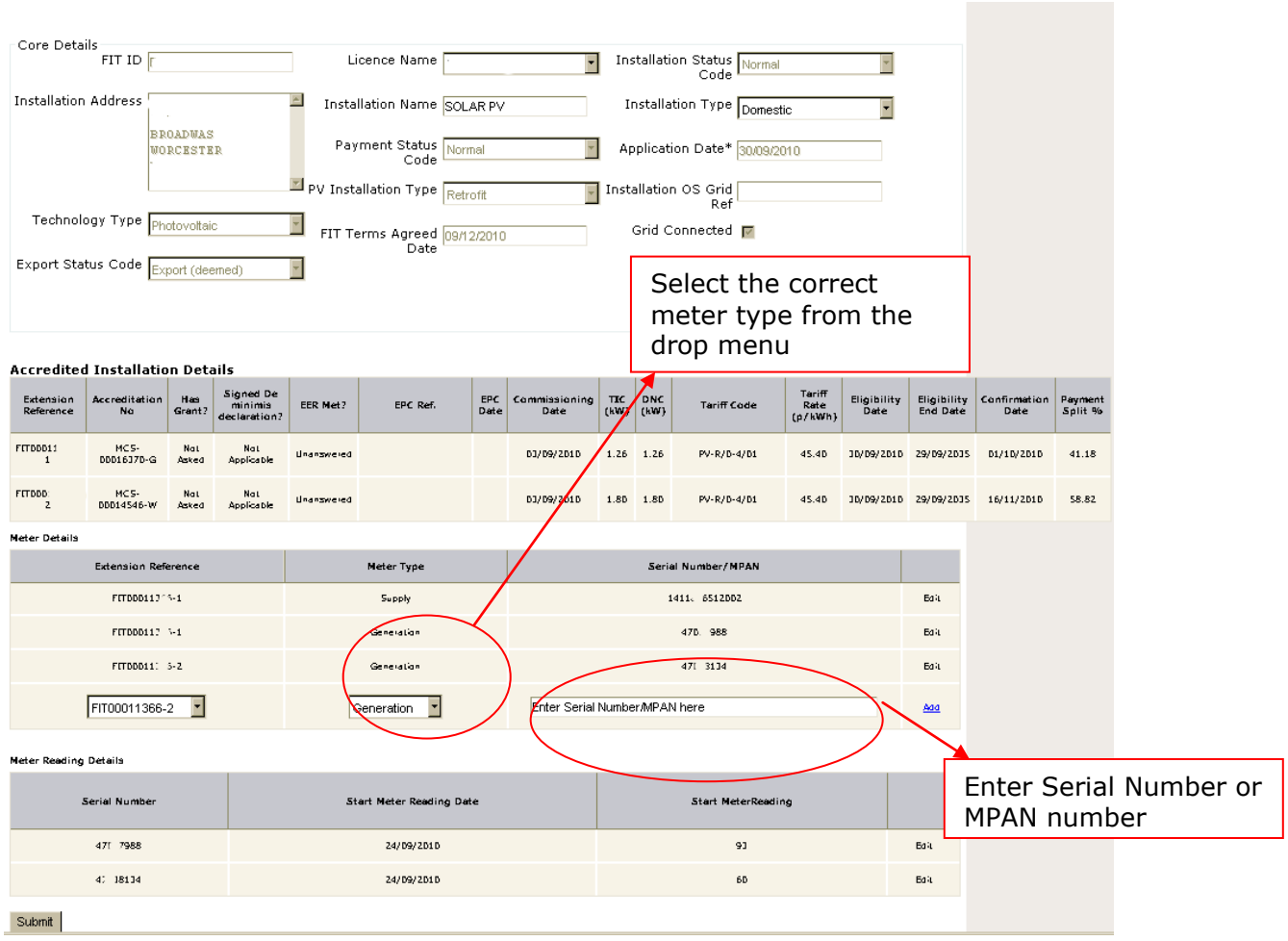
Update Installation Detail

6.3. It is possible to update the following details:-

- Licence Name
- Installation Name
- Installation Type
- Add new meter

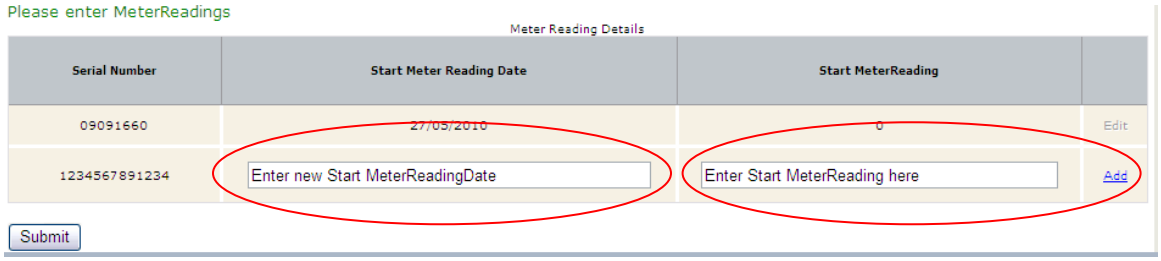
6.4. Once updated click *Submit*

6.5. Should any other details need to be changed please contact the CFR Team at Ofgem via FITregister@ofgem.gov.uk.



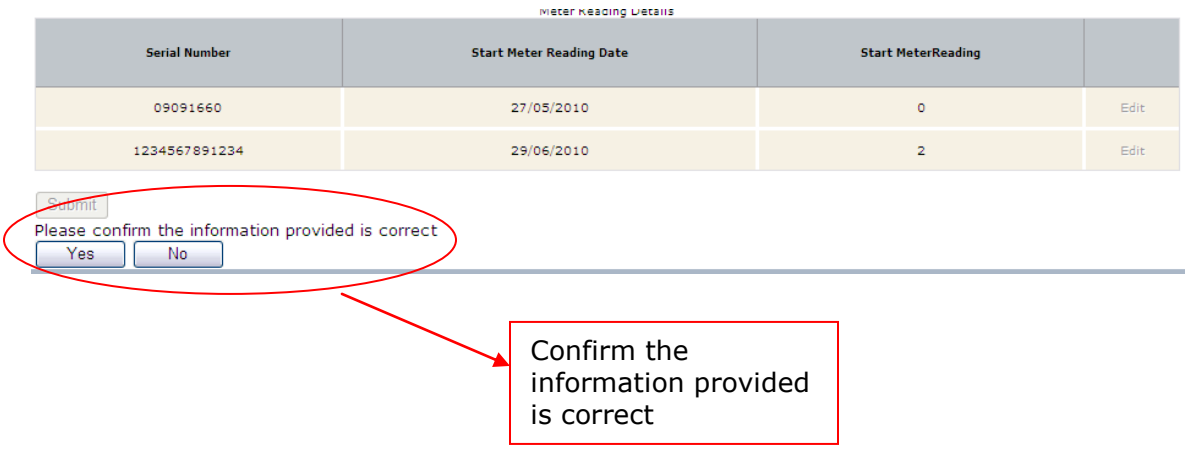
Enter Meter details

6.6. Enter the meter type and serial number/MPAN as well as the start meter reading and the date of the reading.



Confirmation Message

6.7. A message confirming that the information provided is correct will appear.



6.8. * Please see Chapter number, 3.127 for rules around mpans and Definition of site

7. Modify an existing FIT Installation

Chapter Summary

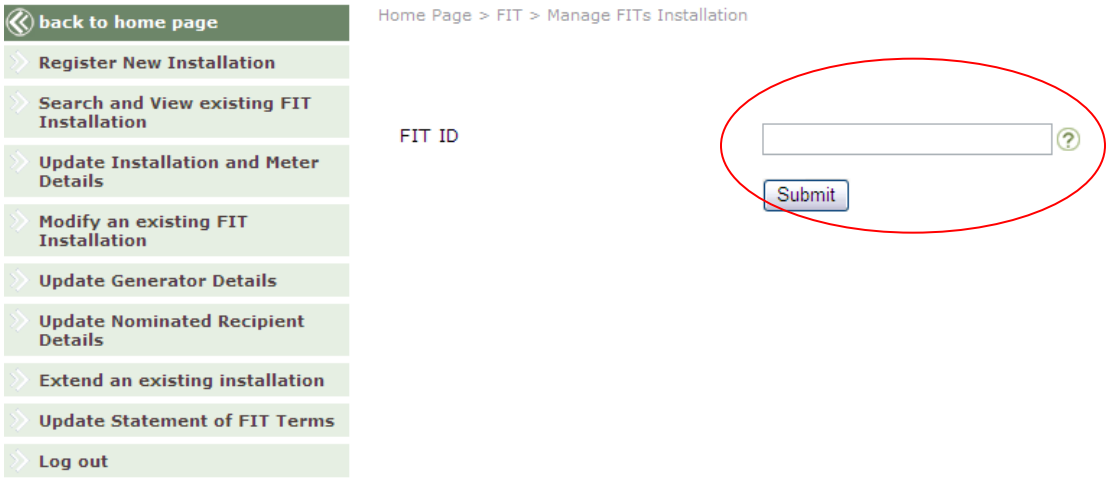
This chapter provides guidance for Licensees with regard to making modifications to an existing FIT installation.

7.1. Modifications are changes to an accredited FIT installation that could affect its eligibility. However, extensions are not classed as modifications. Examples of modifications could be changes to components of an installation or replacement of a meter post registration/accreditation.

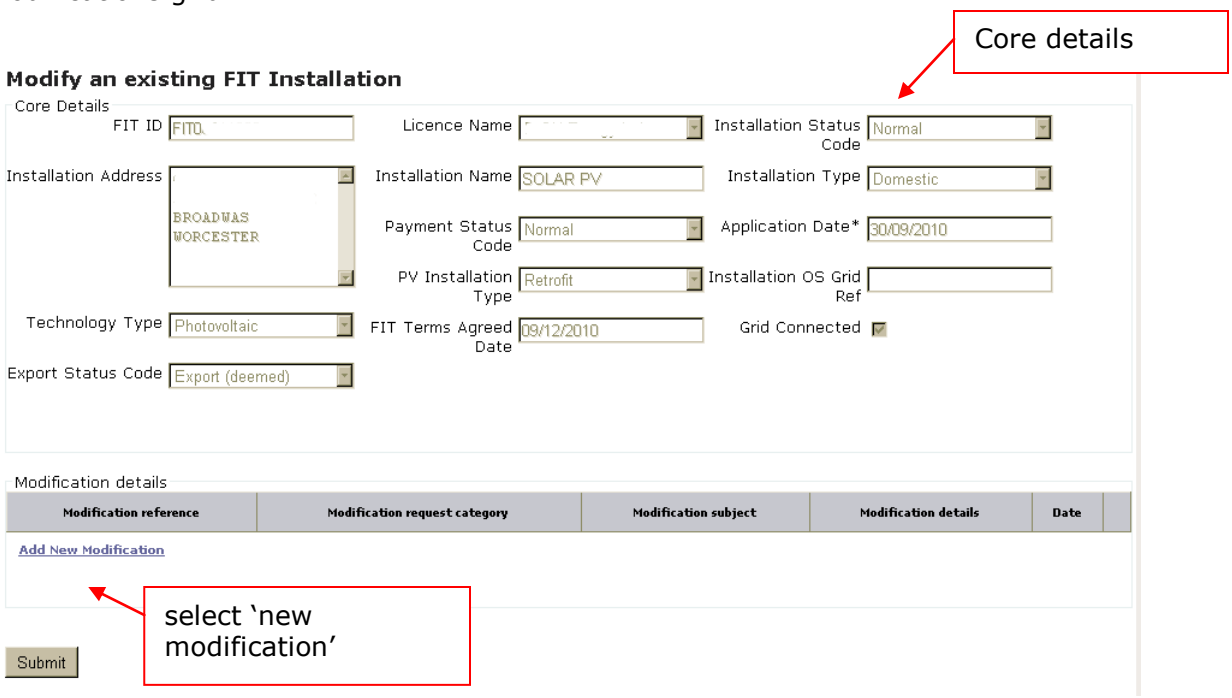
7.2. There are 3 classes of modification that can be entered into the CFR

- Information – modifications that are provided for information purposes only, for example the replacement of an existing meter with another approved meter.
- Suspension – modifications that are sufficiently serious that the Licensee requires further investigation to determine the continued eligibility within the scheme and that during this time the FIT payments for the installation be temporarily suspended.
- Removal – modifications that are sufficiently serious that the Licensee has requested the installation be removed from the CFR as it is no longer eligible to receive FIT payments.

7.3. To enter a modification, select the *Modify an existing FIT installation* link. Enter the FIT ID and click the *Submit* button.


back to home page
Register New Installation
Search and View existing FIT Installation
Update Installation and Meter Details
Modify an existing FIT Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Update Statement of FIT Terms
Log out
Home Page > FIT > Manage FITs Installation
FIT ID
Submit

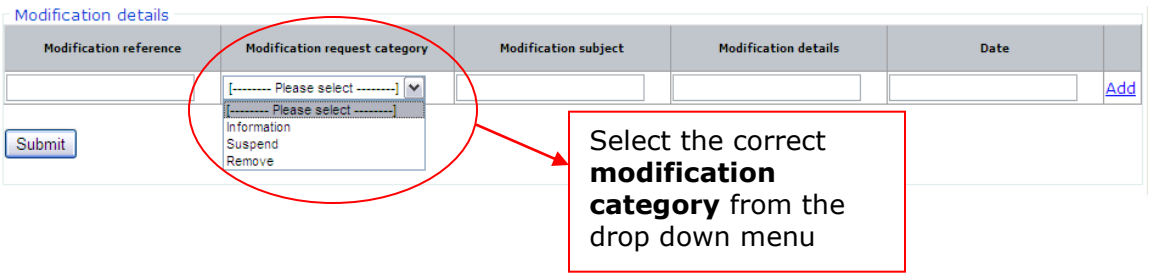
7.4. The Core details screen for the installation is shown together with a modifications grid.



Modification detail

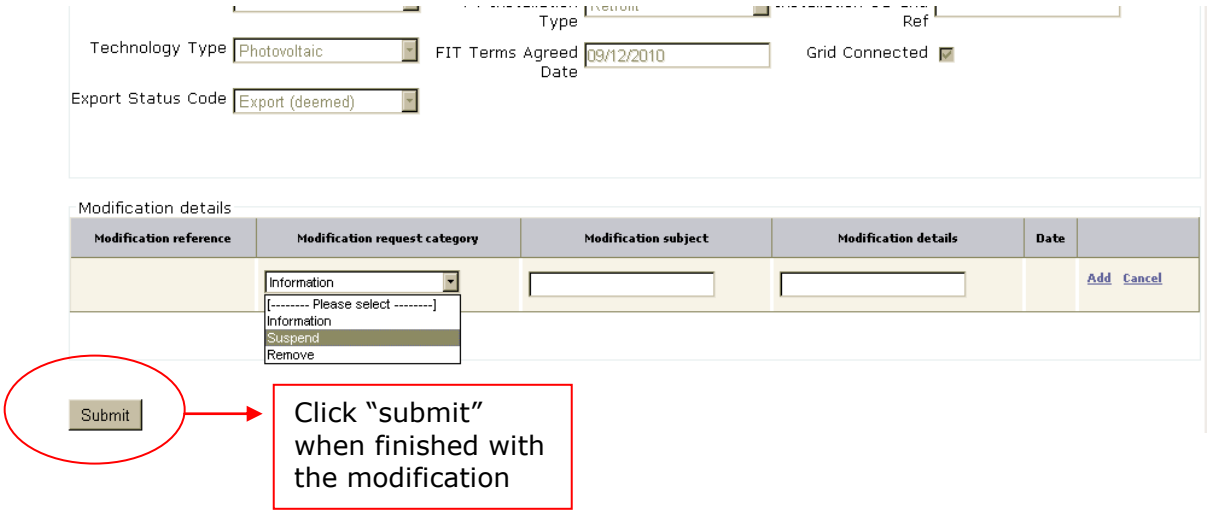
7.5. To make a modification

a) Select Add New Modification
b) Select correct modification category
c) Enter Modification Subject (this is a summary of the modification, e.g. meter replacement)
d) Enter Modification detail (this is a textual description of the modification)
e) Click the *Add* button



7.6. Where the *Modification Category* selected is *Suspend* or *Remove* an automated email is sent to the CFR team at Ofgem to inform them of the modification so that the appropriate action can be taken. Please note that when an *Information*

modification request is submitted this will not notify Ofgem automatically and the CFR team will still need to be informed to make the necessary changes with a Change Request Form, please send this to FITRegister@ofgem.gov.uk or email to request a template Change Request Form



7.7. A modification reference and the date will be entered by the CFR automatically when the modification is submitted.

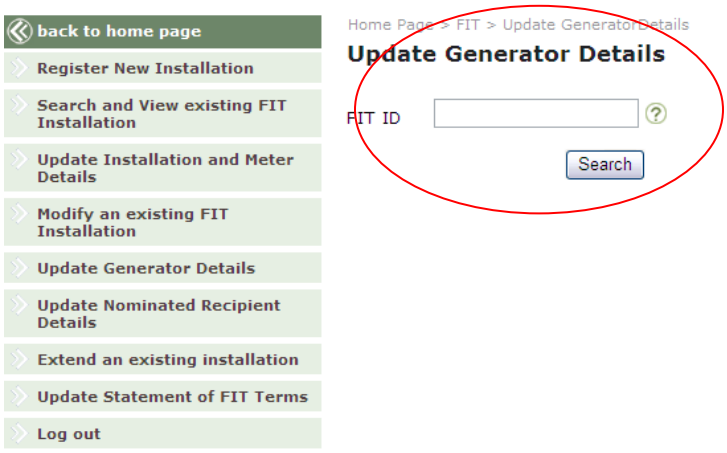
8. Update Generator Details

Chapter Summary

This chapter provides guidance for Licensees with regard to updating the details for the Generator (owner) for an existing FIT installation.

8.1. To update these details, click the *Update Generator Details* link.

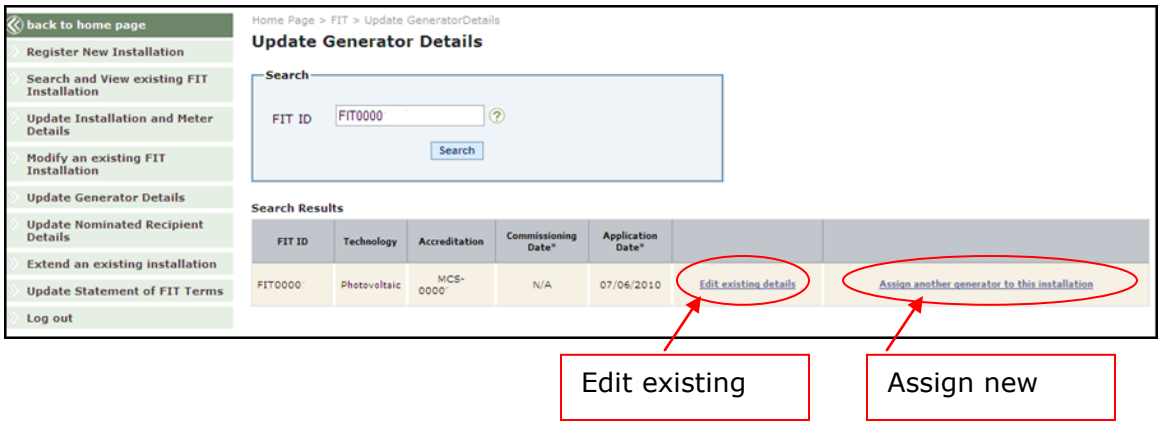
8.2. Enter the FIT ID and click on *Search* Button



8.3. There are two options available for Licensees when updating generator details:-

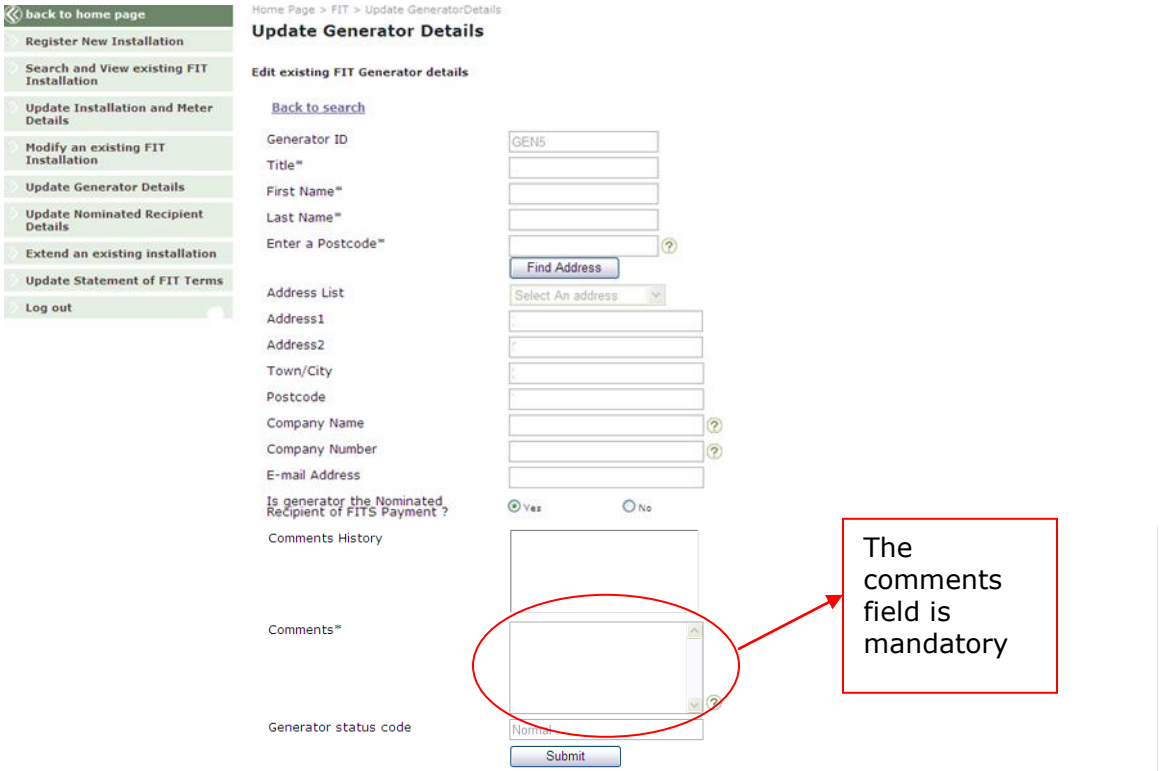
- Edit existing details – updating a detail for a generator, e.g. email address but the existing generator remains the owner of the installation.
- Assign a new Generator – removing the current generator (owner) and assigning a new one, e.g. the existing generator has moved house and the ownership of the installation has passed to the new home owner.

Update Generator Detail

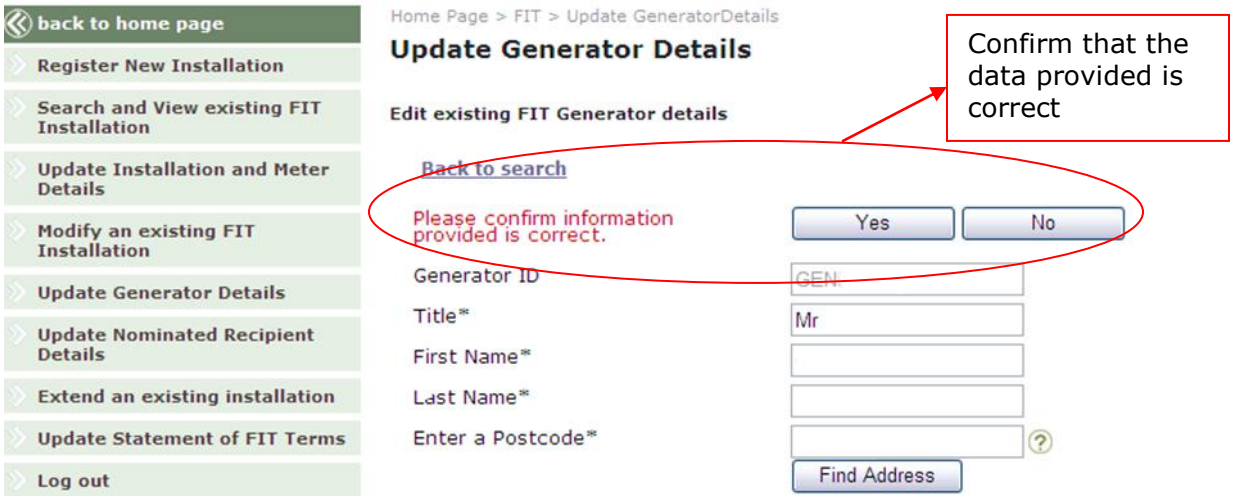


Edit Existing Detail

8.4. Make the required changes to the existing details and provide suitable comments to detail the reason for the update and click the submit button.

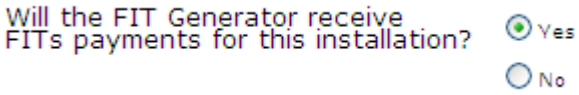


8.5. A confirmation box asking the user to confirm that the detail provided is correct appears.

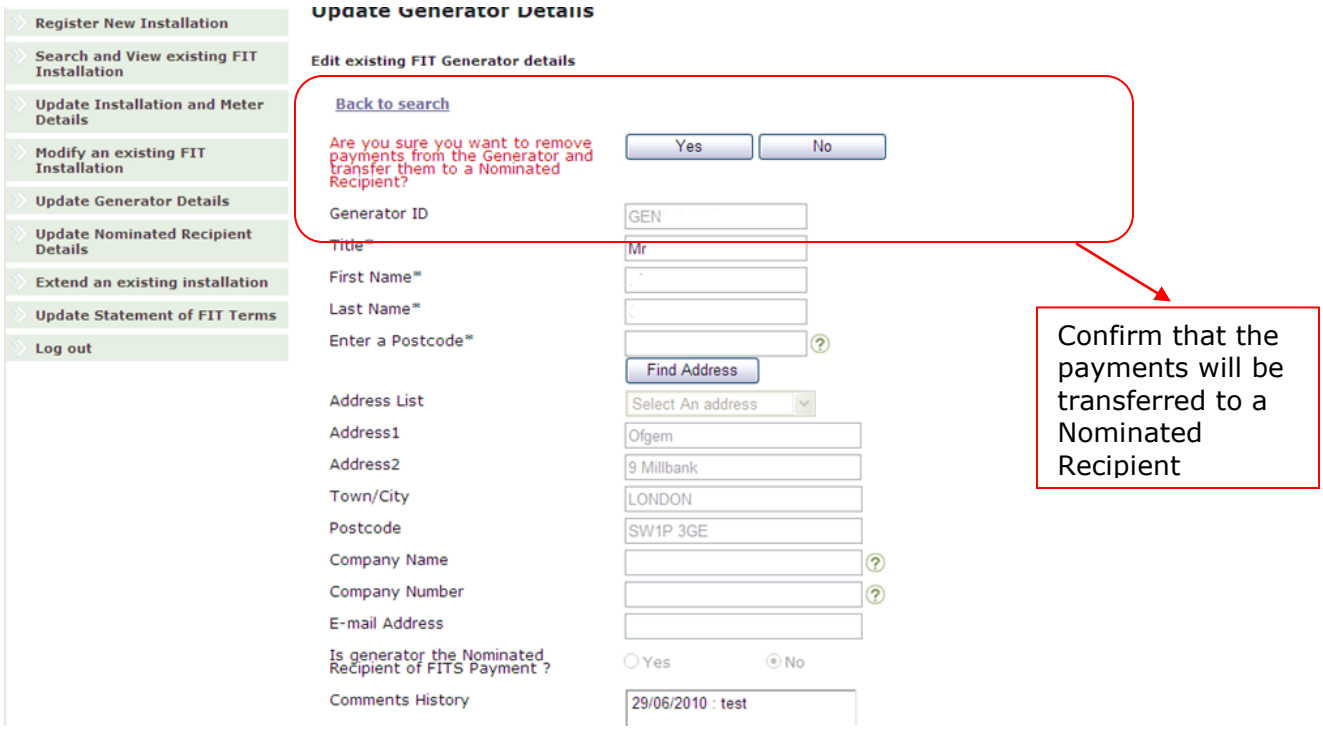


Transfer of payments to Nominated Recipient

8.6. It is possible to add a Nominated Recipient to the installation by changing the following detail.



8.7. A confirmation message is displayed, see overleaf.

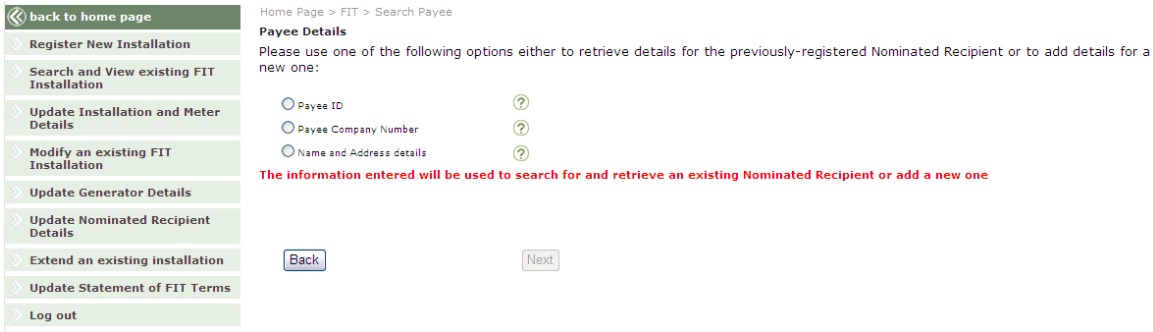


Payee detail

8.8. Once it has been confirmed that a Nominated Recipient is required. The search options and process is the same as for assigning a Nominated Recipient when registering a new installation.

8.9. **Search using the Payee ID**

a) Select *Payee ID* radio button
b) Enter Payee ID in field
c) Click *Search* button


back to home page
Register New Installation
Search and View existing FIT Installation
Update Installation and Meter Details
Modify an existing FIT Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Update Statement of FIT Terms
Log out
Home Page > FIT > Search Payee
Payee Details
Please use one of the following options either to retrieve details for the previously-registered Nominated Recipient or to add details for a new one:
Payee ID
Payee Company Number
Name and Address details
The information entered will be used to search for and retrieve an existing Nominated Recipient or add a new one
Back
Next

OR

8.10. **Search using Payee Company Number**

a) Select the *Generator Company Number* radio button

b) Enter the Generator's Company Number (This is the company's Registered number and not a VAT number)
c) Click the *Search* button

Home Page > FIT > Search Payee
Step 2 of 4: ADD NOMINATED RECIPIENT OF FITS PAYMENTS
Please use one of the following options either to retrieve details for the previously-registered Nominated Recipient or to add details for a new one:
Payee ID
Payee Company Number
Name and Address details
The information entered will be used to search for and retrieve an existing Nominated Recipient or add a new one
Payee Company Number
Search
Back
Next

OR

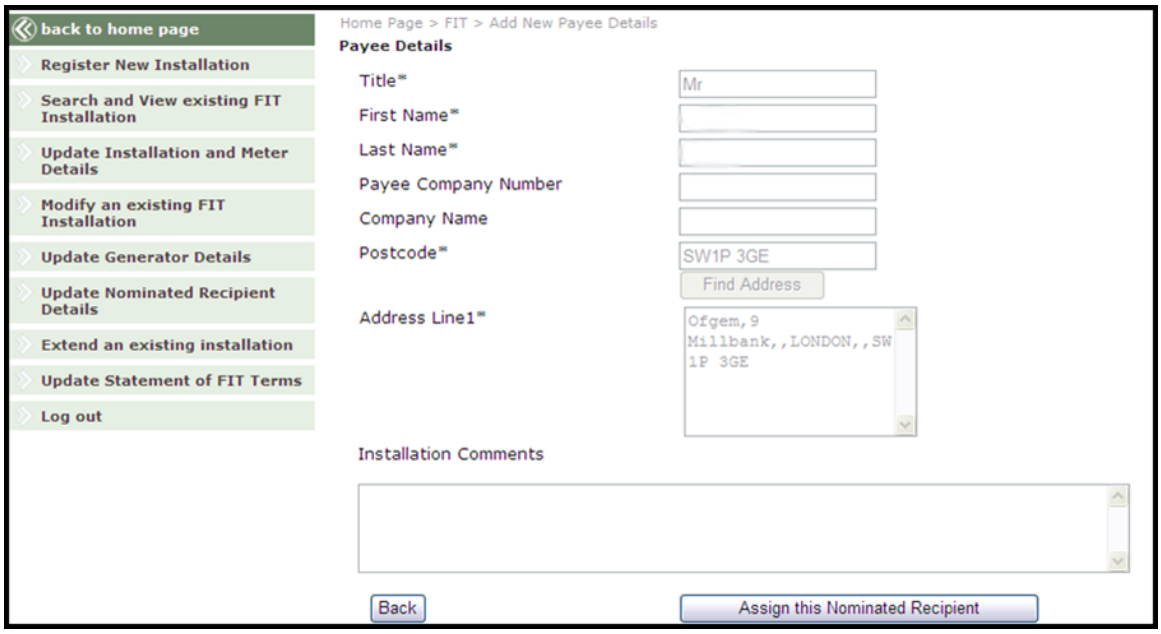
8.11. **Search using Name and Address Details**

To search for an existing Nominated Recipient using a name and address:

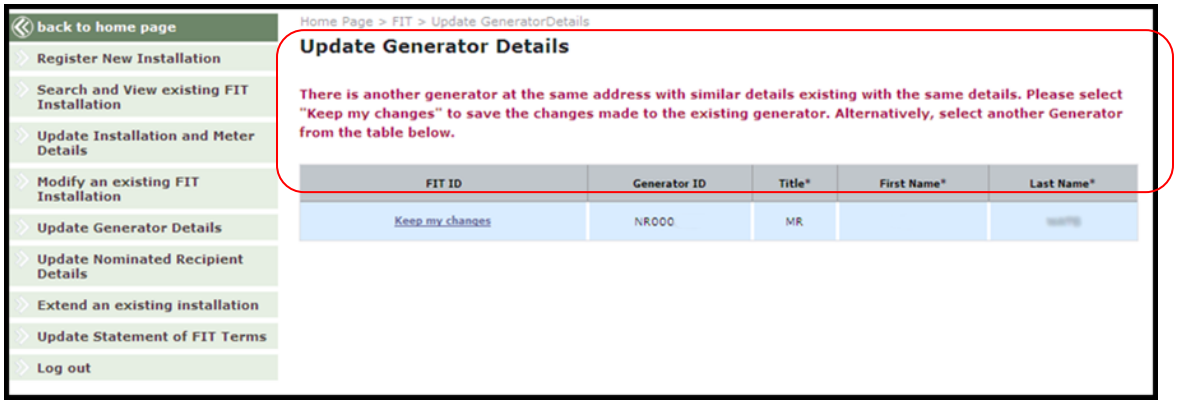
a) Select *Name & Address* radio button
b) Enter details in Title, First Name, Last Name, Post Code fields
c) Click the *Find Address* button
d) Click on the drop down next to the Address Line 1 field and select the appropriate option
e) Click on the *Search* button
f) Click on the *Next* button to proceed to the next screen

Home Page > FIT > Search Payee
Step 2 of 4: ADD NOMINATED RECIPIENT OF FITS PAYMENTS
Please use one of the following options either to retrieve details for the previously-registered Nominated Recipient or to add details for a new one:
Payee ID
Payee Company Number
Name and Address details
The information entered will be used to search for and retrieve an existing Nominated Recipient or add a new one
Title*
First Name*
Last Name*
Postcode*
Find Address
Address Line1*
Search
Back
Next

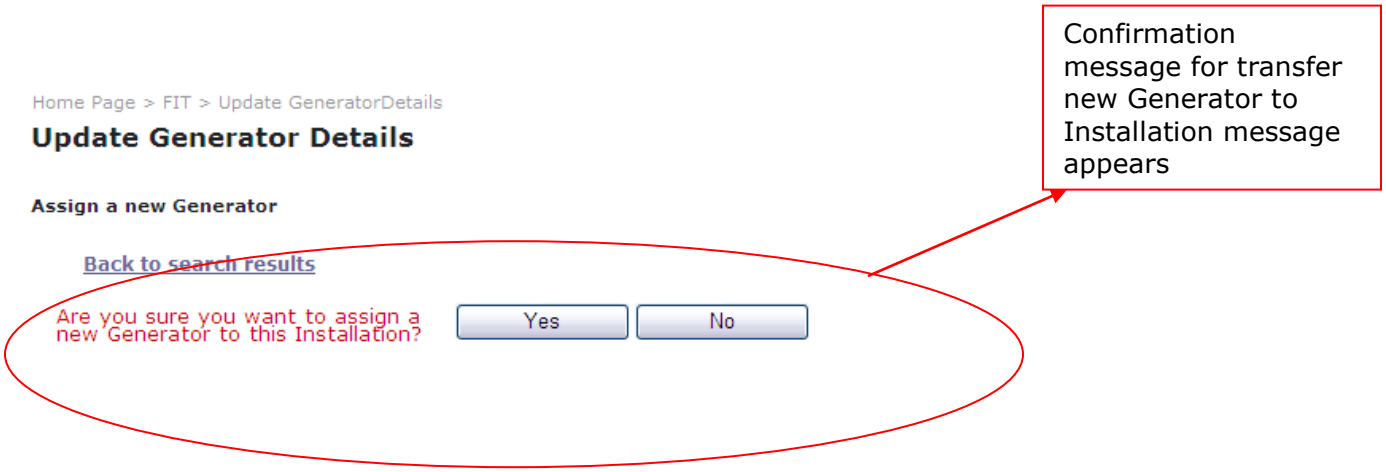
Assign nominated recipient



8.12. Similar to adding generator/nominated recipient details to a new registration, the following warning message will appear if there is already a nominated recipient with similar details assigned to the address specified.

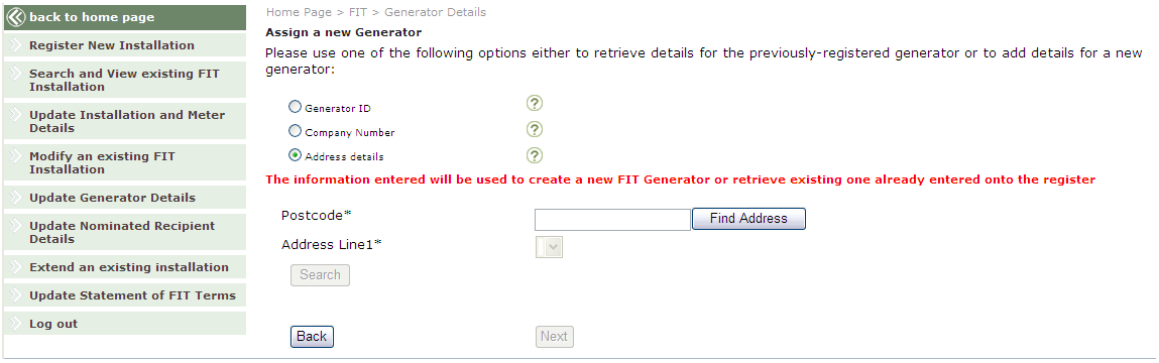

back to home page
Register New Installation
Search and View existing FIT Installation
Update Installation and Meter Details
Modify an existing FIT Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Update Statement of FIT Terms
Log out
Home Page > FIT > Update GeneratorDetails
Update Generator Details
There is another generator at the same address with similar details existing with the same details. Please select "Keep my changes" to save the changes made to the existing generator. Alternatively, select another Generator from the table below.
FIT ID
Generator ID
Title*
First Name*
Last Name*
Keep my changes
NR000
MR

Assign another generator to this installation


Confirmation message for transfer new Generator to Installation message appears
Home Page > FIT > Update GeneratorDetails
Update Generator Details
Assign a new Generator
Back to search results
Are you sure you want to assign a new Generator to this Installation?
Yes
No

8.13. Select one of the following options to retrieve previously registered Generator

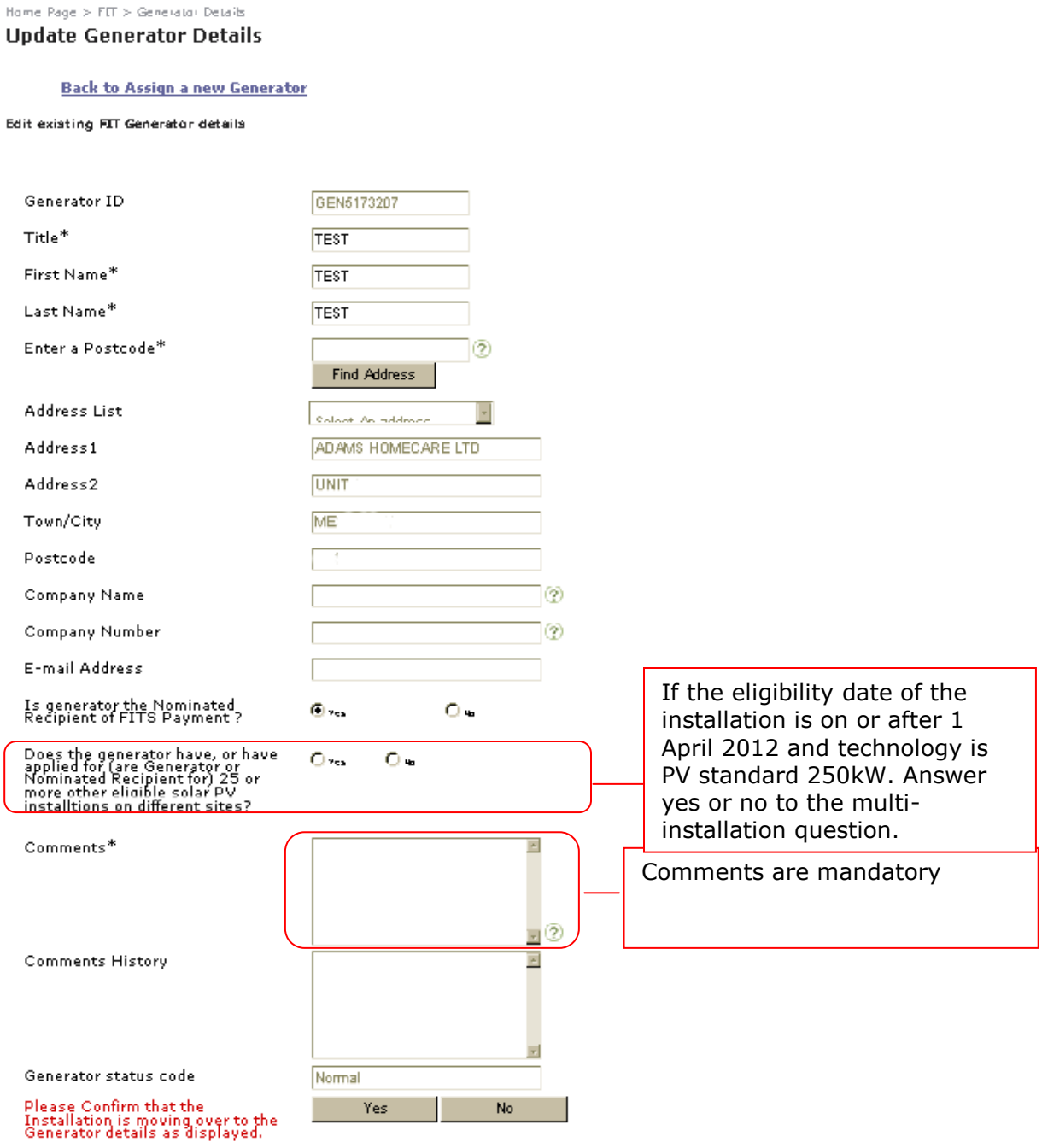
a) *Generator ID*
b) *Company number*
c) *Name and Address details*
d) Click *Next* button


back to home page
Register New Installation
Search and View existing FIT Installation
Update Installation and Meter Details
Modify an existing FIT Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Update Statement of FIT Terms
Log out
Home Page > FIT > Generator Details
Assign a new Generator
Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:
Generator ID
Company Number
Address details
The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register
Postcode*
Find Address
Address Line1*
Search
Back
Next

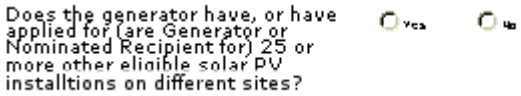
8.14. A previously entered generator can be assigned or a new one created in the same way as for registering a new installation.

Register New Installation
Search and View existing FIT Installation
Update Installation and Meter Details
Modify an existing FIT Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Update Statement of FIT Terms
Log out
Update Generator Details
There is another generator at the same address with similar details existing with the same details. Please select "Keep my changes" to save the changes made to the existing generator. Alternatively, select another Generator from the table below.
FIT ID
Generator ID
Title*
First Name*
Last Name*
Select GEN5 Mr Glass
Select GEN5 MR MILLER
Select GEN5
Select GEN5 MR WEBB
Select NR00 MR GRIFFIN
Select GEN5 MR PATRICK
Select GEN5 MR PATRICK
Select NR00 MR PAM
Select NR00 MR PAUL
Select NR00 MR SEAL
Select NR00 MR NAGABHYRAVA
Select GEN5 MR WEBB
Select GEN5 MR THOMAS
Select NR00 MR WATS

8.15. When the new Generator is assigned, further confirmation and comments are required.

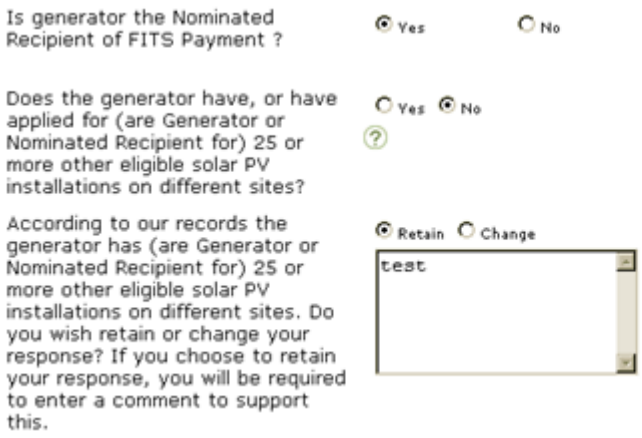


8.16. The following multi-installation question will **only** appear if the eligibility date of the installation is on or after 1 April 2012 and if the technology is solar PV except stand-alone, up to 250KW.


Does the generator have, or have applied for (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installtions on different sites?

8.17. As explained in chapter number 3.59. If you select 'No' to the multi-installation questions and the CFR records show that the address is already associated to 25 or more other PV installations, then the following warning messages will be triggered when adding the generator to the 26th or higher installation.
:

> ***Generator warning:*** *According to our records the Generator has (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites. Do you wish to retain or change your response? If you choose to retain your response, you will be required to enter a comment to support this.*


Is generator the Nominated Recipient of FITS Payment ?
Yes
No
Does the generator have, or have applied for (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites?
Yes
No
According to our records the generator has (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites. Do you wish retain or change your response? If you choose to retain your response, you will be required to enter a comment to support this.
Retain
Change
test

8.18. If the licensee chooses to retain the above answers and has not filled in the comments box then the licensee will be prompted to fill this in and say why they have selected to retain their response .

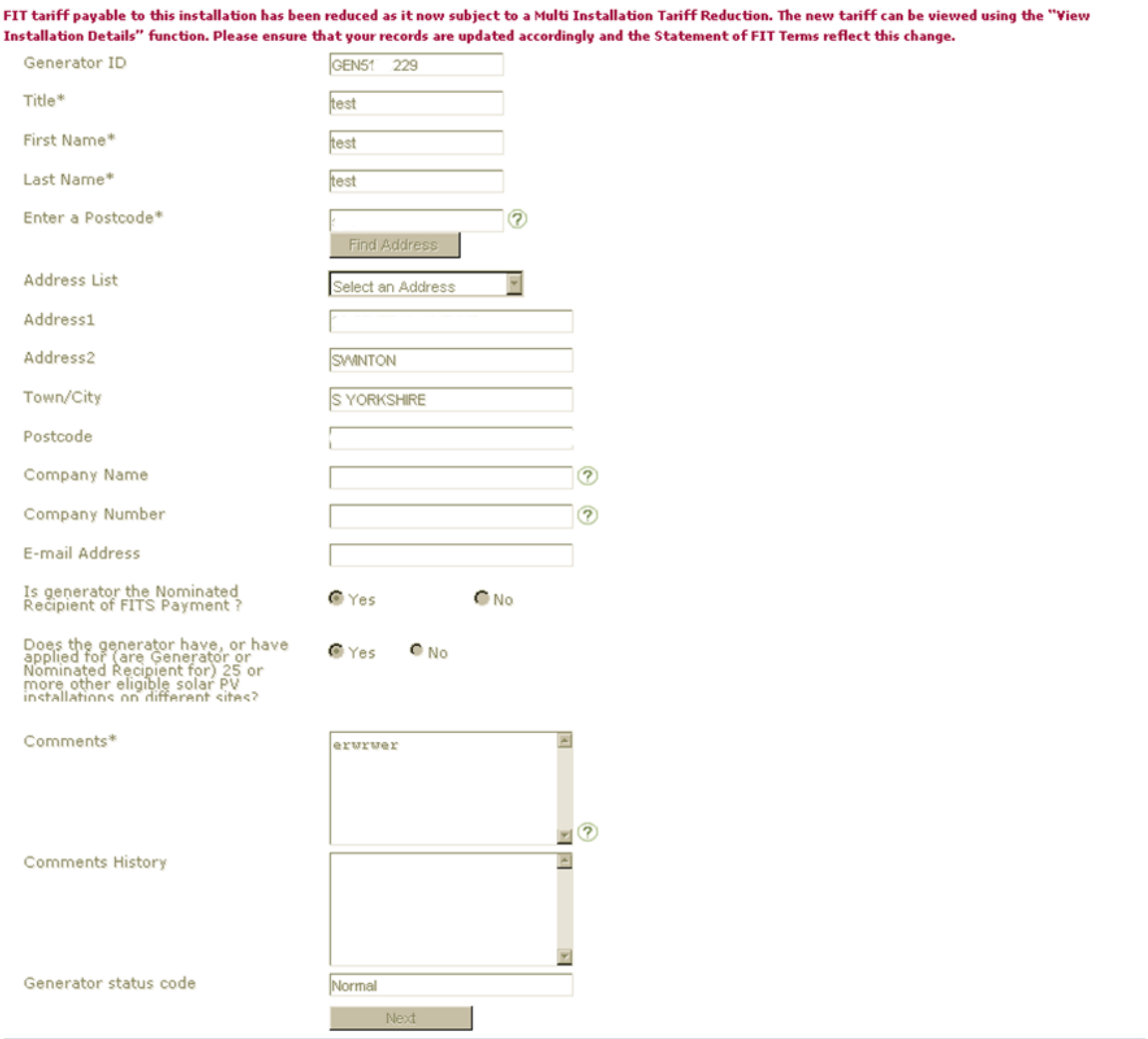
> *Please add a comment to explain why you have selected to retain your response to the Generator multi site question, despite our records showing there are 25 or more other eligible solar PV installations for the Generator on different sites.*

8.19. The licensee must clearly state why they are retaining the response after which they can continue to complete the generator details

8.20. All responses to the declaration warning will be monitored and we would only expect 'retain' to have been selected in exceptional cases and there will need to be clear supporting evidence for this.

8.21. The licensee also has the option to change the response. If they then change it the answer to the mult-installation question will be reset and they will be able to choose 'yes' and continue to complete the generator details.

8.22. A confirmation box asking the user to confirm that the detail provided is correct appears.

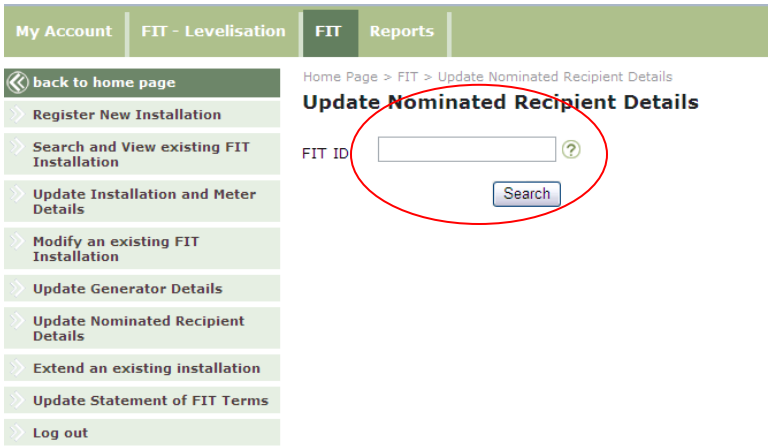


9. Update Nominated Recipient Details

Chapter Summary

This chapter provides guidance for Licensees with regard to updating the details for the Nominated recipient for an existing FIT installation.

9.1. To update these details, select the *Update Nominated Recipient Details* link. Enter the FIT ID and click on *Search*.

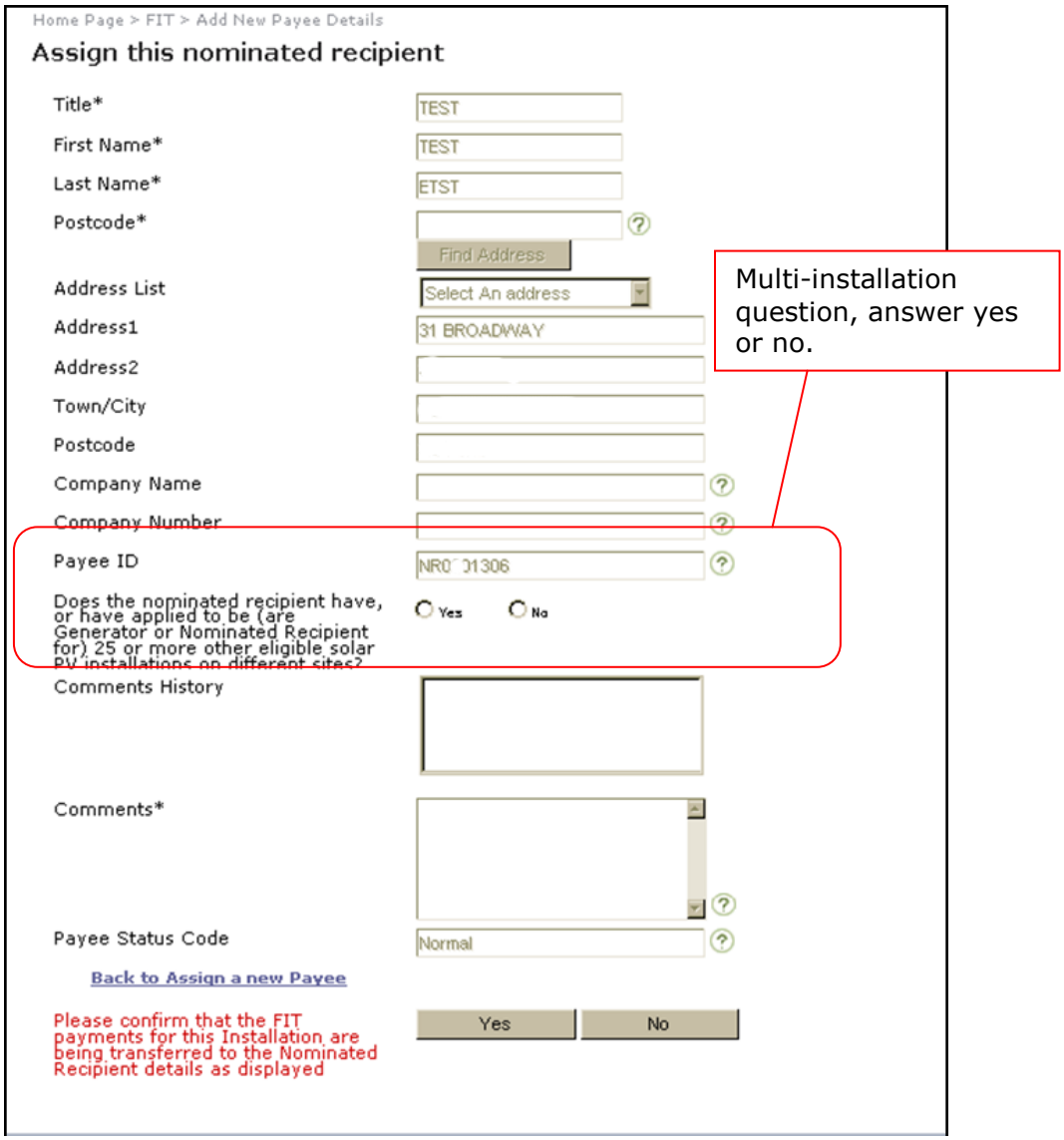


9.2. There are two options available for Licensees when updating nominated recipient details:-

- Edit existing details – updating a detail for a nominated, e.g. address details but the existing nominated recipient continues to receive FIT payments for the installation.

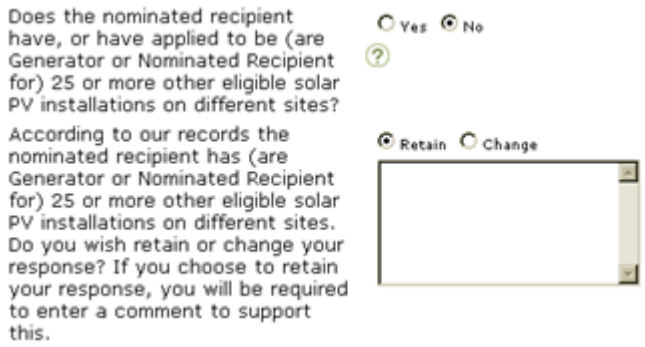
- Assign a new nominated recipient – removing the current one and transferring payments to a new or existing nominated recipient.

9.3. The steps involved in updating Nominated Recipient details are the same as for updating Generator detail's, however the multi-installation question will be worded as per image. (see Chapter 8 for steps)



9.3. As explained in chapter number3.59. If you select 'No' to the multi-installation questions and the CFR records show that the address is already associated to 25 or more other PV installations, then the following warning messages will be triggered when adding the nominated Recipient to the 26th or higher installation:

> *According to our records the Nominated Recipient has (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites. Do you wish to retain or change your response? If you choose to retain your response, you will be required to enter a comment to support this.*


Does the nominated recipient have, or have applied to be (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites?
Yes
No
According to our records the nominated recipient has (are Generator or Nominated Recipient for) 25 or more other eligible solar PV installations on different sites. Do you wish retain or change your response? If you choose to retain your response, you will be required to enter a comment to support this.
Retain
Change

9.4. If the licensee chooses to retain the above answers then the licensee will be prompted to fill in a comment to say why they have selected to retain their response.

9.5. If the licensee chooses to retain the above answers and has not filled in the comments box then the licensee will be prompted to fill this in and clearly say why they have selected to retain their response .

> *Please add a comment to explain why you have selected to retain your response to the Nominated Recipient multi site question, despite our records showing there are 25 or more other eligible solar PV installations for the Nominated Recipient on different sites.*

9.6. All responses to the declaration warning will be monitored and we would only expect 'retain' to have been selected in exceptional cases and there will need to be clear supporting evidence for this.

9.7. The licensee also has the option to change the response. If they then change it the answer to the mult-installation question will be reset and they will be able to choose 'yes' and continue to complete the nominated recipient details.

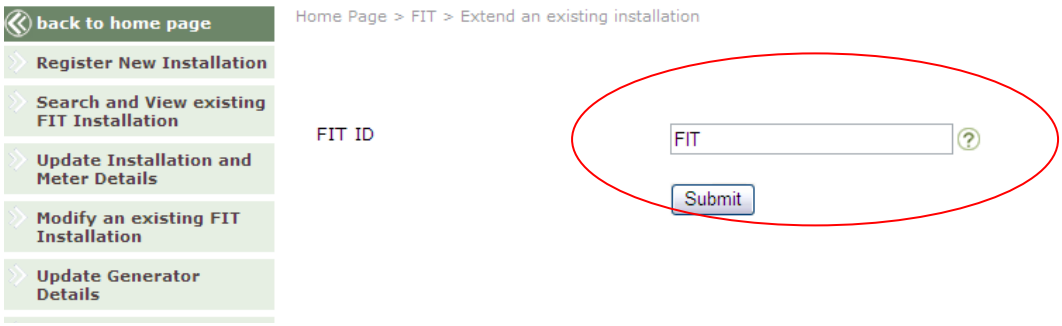
10. Extend an existing installation

Chapter Summary

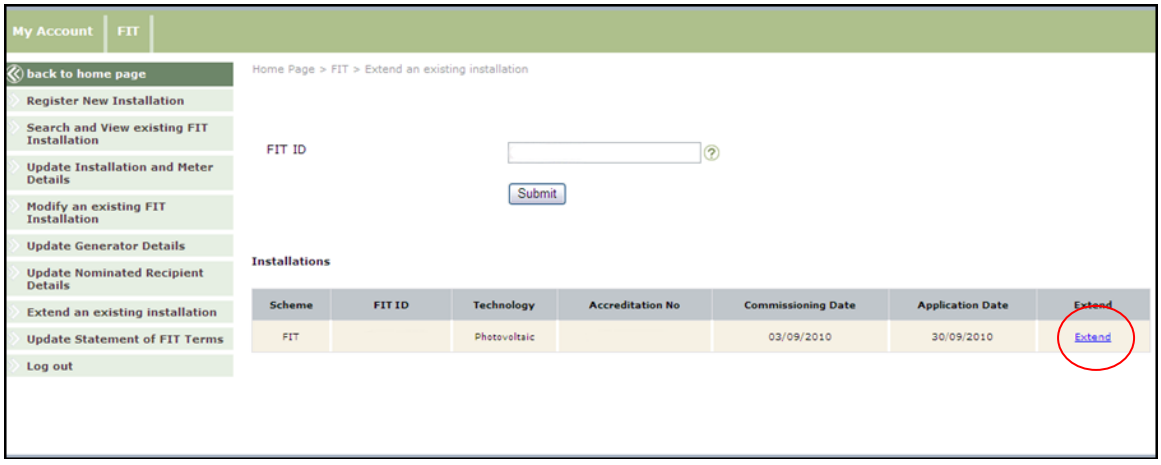
This chapter provides guidance for Licensees with regard to extending (adding capacity) to an existing FIT installation.

10.1. Extensions occur when the generator adds additional generating capacity to a FIT installation.

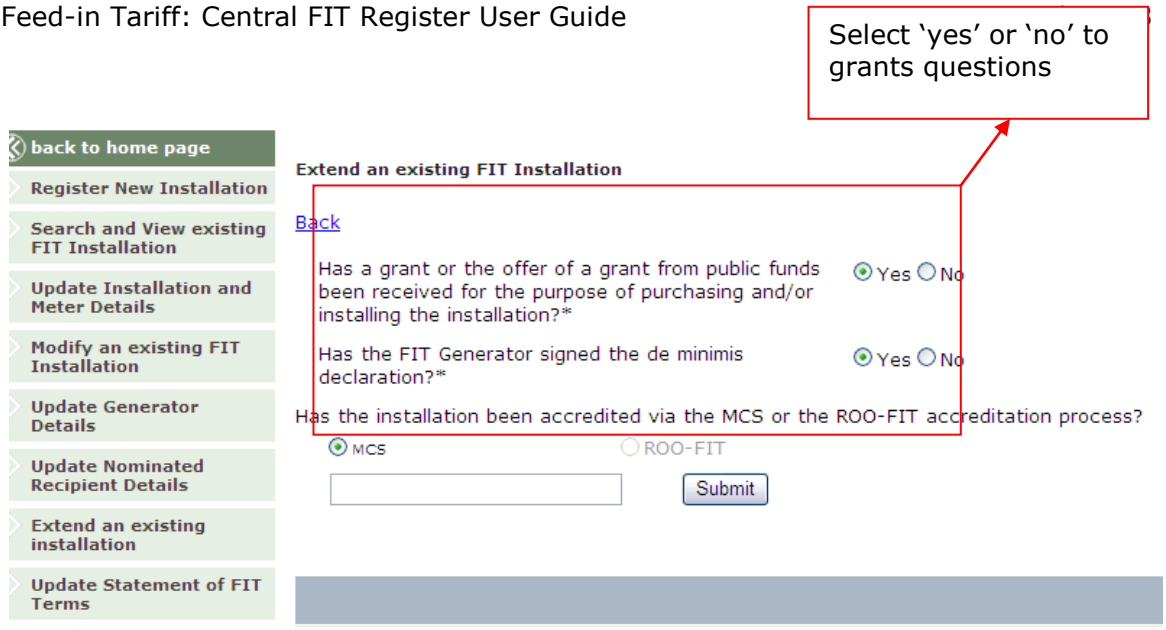
10.2. Select the *Extend an existing installation* link.
10.3. Enter FIT ID and click the *Submit* button.



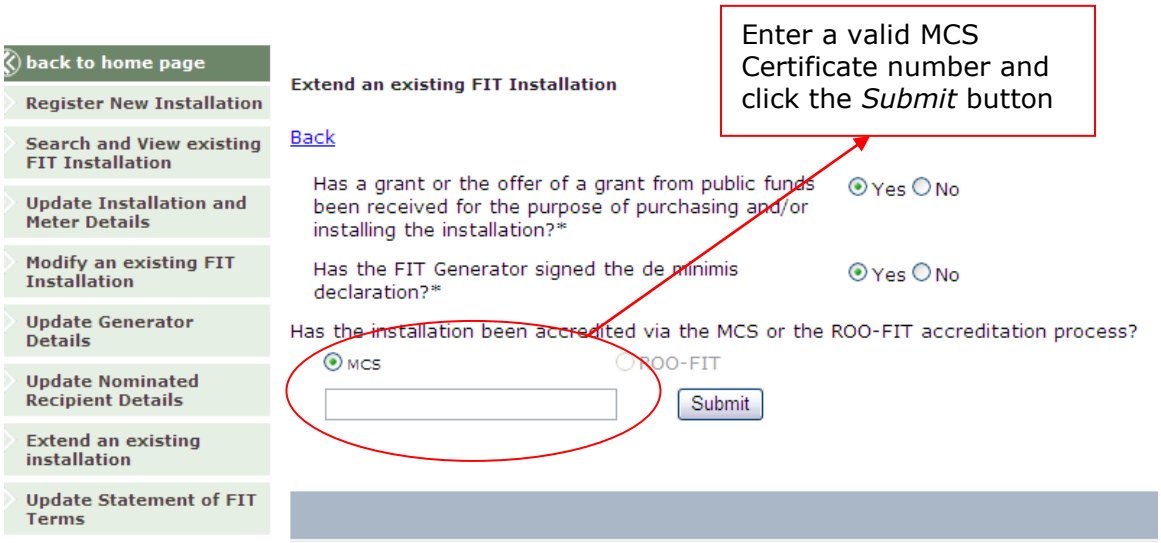
10.4. Then click the *Extend* link



10.5. Choose 'yes' or 'no' to the following grants question. Choosing Yes will prompt the Licensee to choose whether they have signed the de minimis declaration,

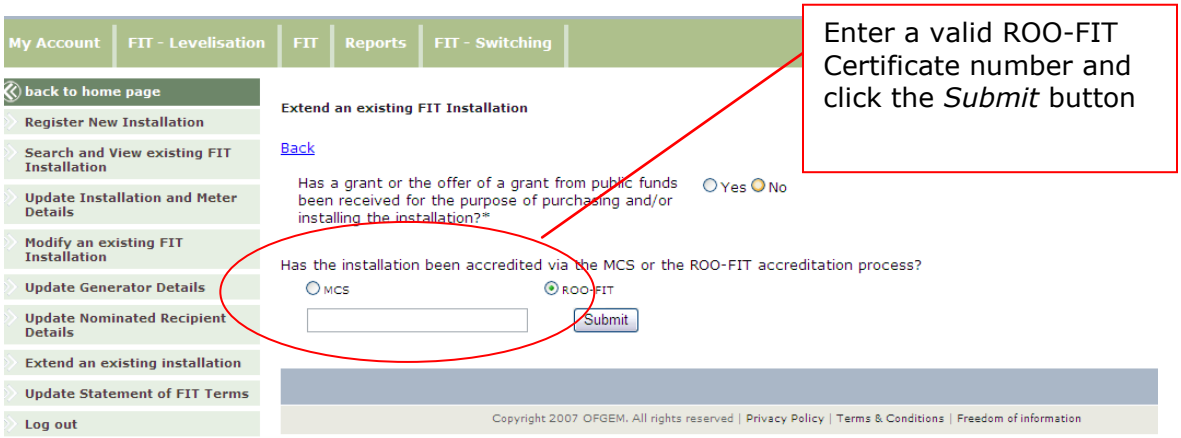

Select 'yes' or 'no' to grants questions
back to home page
Register New Installation
Search and View existing FIT Installation
Update Installation and Meter Details
Modify an existing FIT Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Update Statement of FIT Terms
Extend an existing FIT Installation
Back
Has a grant or the offer of a grant from public funds been received for the purpose of purchasing and/or installing the installation?*
Yes No
Has the FIT Generator signed the de minimis declaration?*
Yes No
Has the installation been accredited via the MCS or the ROO-FIT accreditation process?
MCS
ROO-FIT
Submit

10.6. Enter a valid MCS Certificate number for the extension


Enter a valid MCS Certificate number and click the *Submit* button
back to home page
Register New Installation
Search and View existing FIT Installation
Update Installation and Meter Details
Modify an existing FIT Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Update Statement of FIT Terms
Extend an existing FIT Installation
Back
Has a grant or the offer of a grant from public funds been received for the purpose of purchasing and/or installing the installation?*
Yes No
Has the FIT Generator signed the de minimis declaration?*
Yes No
Has the installation been accredited via the MCS or the ROO-FIT accreditation process?
MCS
ROO-FIT
Submit

OR

10.7. Enter a valid ROO-FIT number

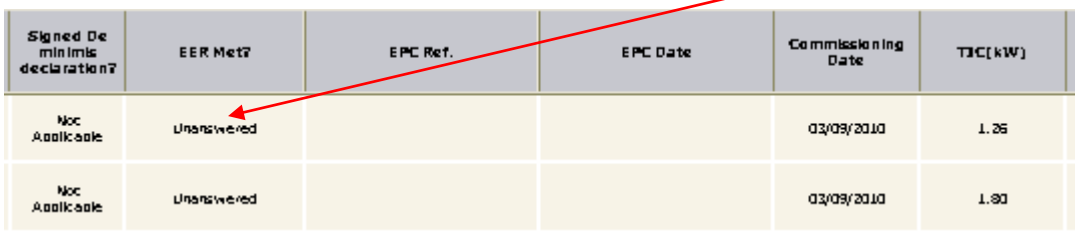

My Account
FIT - Levelisation
FIT
Reports
FIT - Switching
back to home page
Register New Installation
Search and View existing FIT Installation
Update Installation and Meter Details
Modify an existing FIT Installation
Update Generator Details
Update Nominated Recipient Details
Extend an existing installation
Update Statement of FIT Terms
Log out
Extend an existing FIT Installation
Back
Has a grant or the offer of a grant from public funds been received for the purpose of purchasing and/or installing the installation?*
Yes
No
Has the installation been accredited via the MCS or the ROO-FIT accreditation process?
MCS
ROO-FIT
Submit
Copyright 2007 OFGEM. All rights reserved | Privacy Policy | Terms & Conditions | Freedom of information
Enter a valid ROO-FIT Certificate number and click the *Submit* button

Core detail & Accredited Installation Details

10.8. The core details view for the installation is shown as well as the Accredited Installation Details view.

10.9. Assessment against the energy efficiency requirement will **only** apply to non-standalone solar PV installations with a TIC up to and including 250kW, including extensions, with an eligibility date on or after 1 April 2012.

10.10. Any technology that does not meet the assessment criteria for EER **will not** need to answer the EER Met?, EPC Ref and EPC Date criteria detailed in the following bullet points. Instead the EER Met answer will be displayed as 'Unanswered'.



10.11. The fields that need to be completed as part of the core details for the extension are as follows:

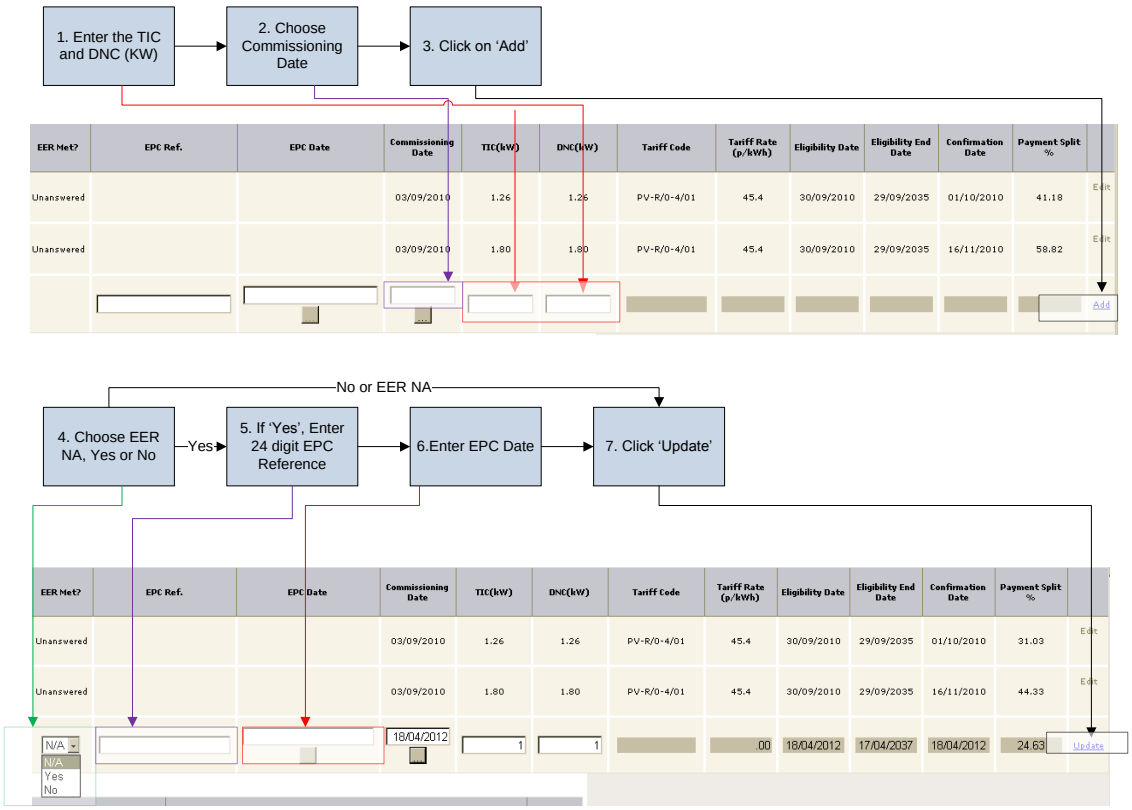
- 'EER Met?' Has the Energy efficiency requirement been met?
  Applicable answers:

Signed declaration	EER answer
The energy efficiency requirement does apply and an Energy Performance Certificate (EPC) rating of level D or above *has* been achieved.	Choose 'Yes'
The energy efficiency requirement does apply and an EPC rating of level D or above *has not* been achieved	Choose 'No'

Means that the energy efficiency requirement does not apply because my installation is not attached or wired to provide electricity to a relevant building"	Choose' EER NA'

- EPC Ref - This is the EPC certificate reference number, which is a 24 digit number eg. 0919-9628-8430-2785-5996
- EPC Date - This is the date the certificate was issued
- Commissioning Date
- TIC
- DNC

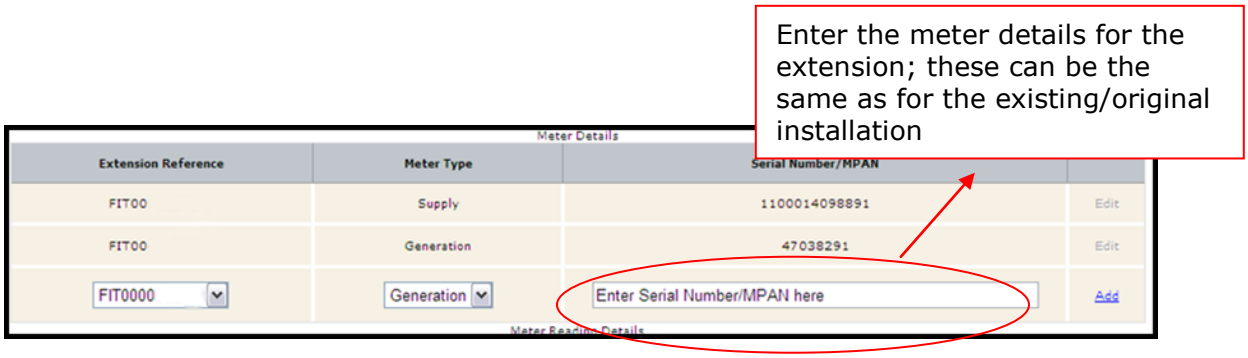
10.12. For an MCS accredited PV standard installation that meets the EER assessment criteria these fields must be filled in a specific order as shown below:



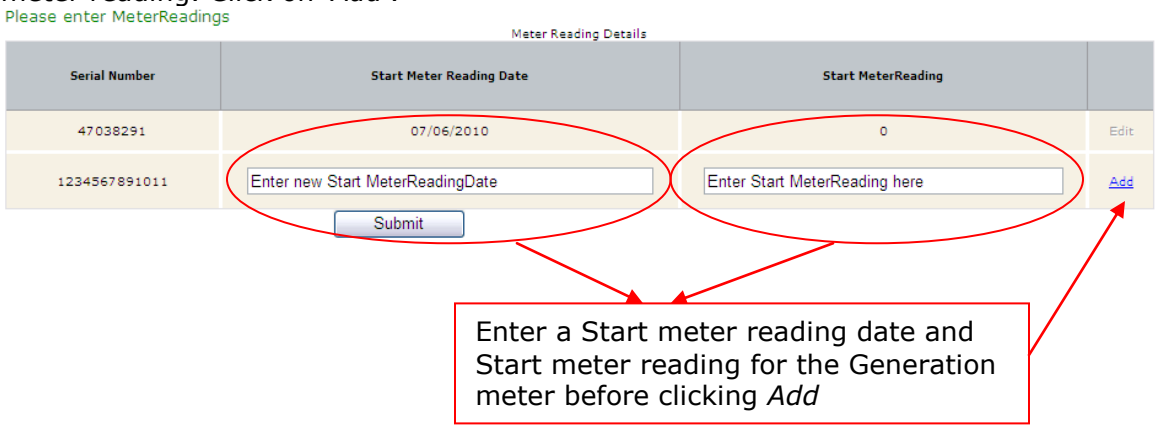
10.13. Please note, if the EPC number is the same for the original installation and extension then this can be used again for an extension.

Meter Detail

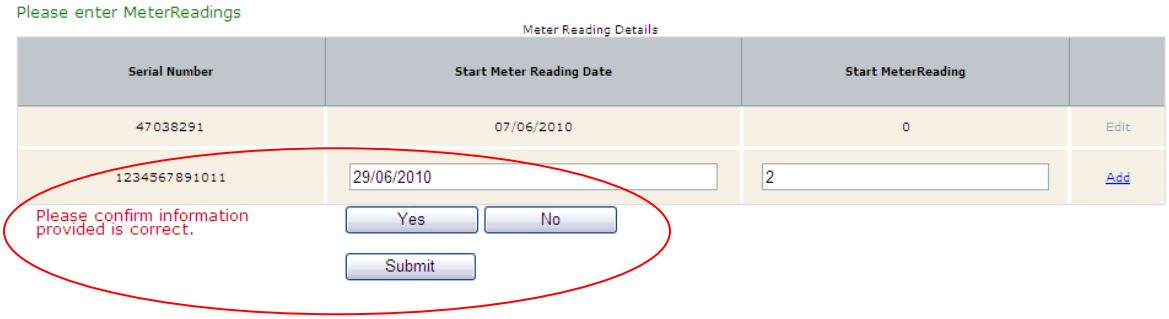
10.14. Once the extension has been added the FIT licensee will then be required to choose the 'meter type' and fill in the mpan number. Click on *'Add'*



10.15. The licensee will then be required to enter the start meter reading date and meter reading. Click on *'Add'*.



10.16. The licensee then clicks on 'Submit' and a confirmation message will appear asking the user to confirm that the information provided is correct. Choose 'Yes' or 'No' to confirm. .(*Please see chapter number 3.127, for definition of site warning and error messages that may apply.)



10.16. For an ROO-FIT PV standard installation the extension process is similar however because much of the information is already pre-populated from the ROOFIT application there are fewer steps to follow.

10.17. As mentioned previously assessment against the energy efficiency requirement will **only** apply to standard (non-standalone) solar PV installations with a capacity up to and including 250kW, including extensions, with an eligibility date on or after 1 April 2012.

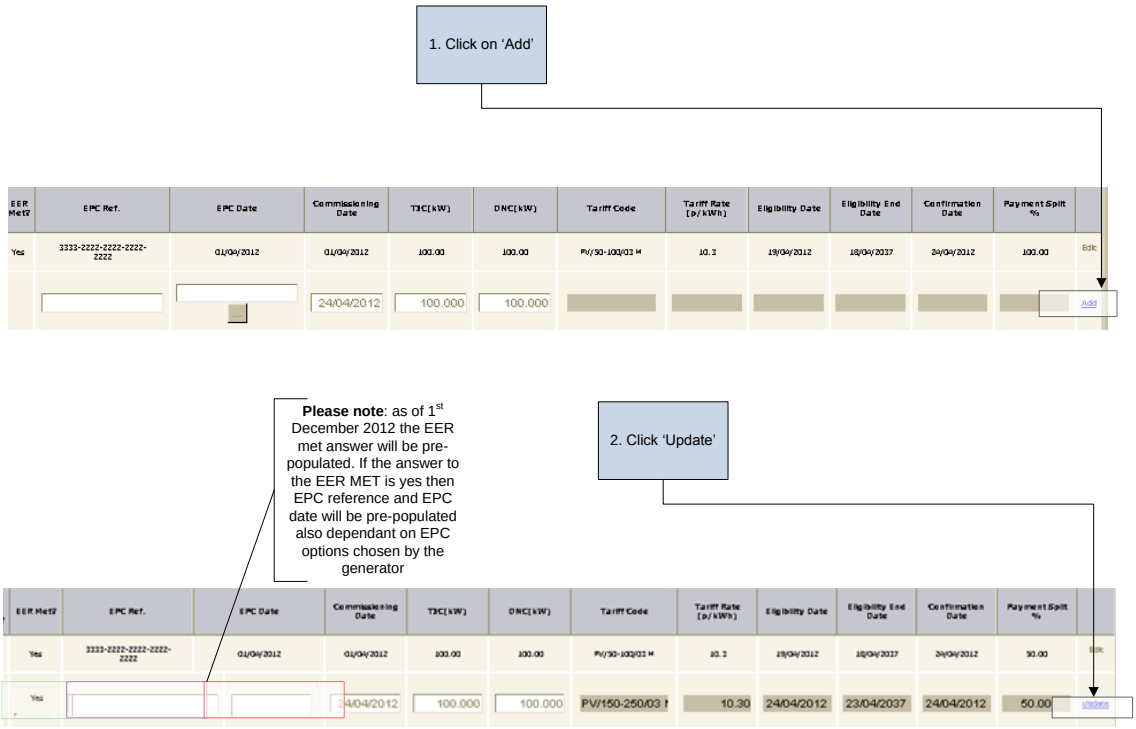
10.18. Any technology that does not meet the assessment criteria for EER **will not** need to answer the EER Met?, EPC Ref and EPC Date criteria detailed in the following bullet points. Instead the EER Met answer will be displayed as 'Unanswered'.
The fields that need to be completed are as follows:

- EER Met? (only applies to PV) - Has the Energy efficiency requirement been met? Applicable answers:

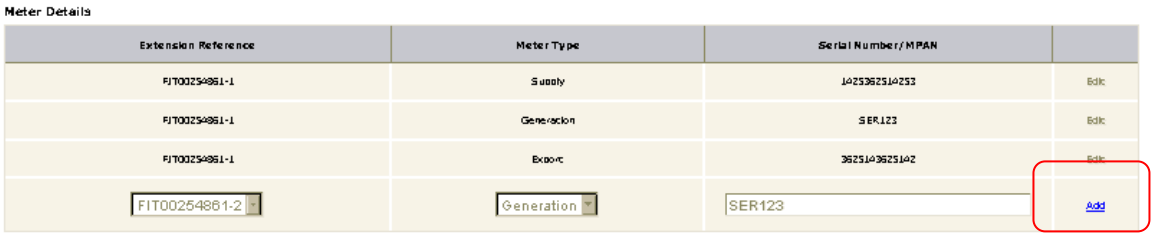
Signed declaration	**EER answer**
The energy efficiency requirement does apply and an Energy Performance Certificate (EPC) rating of level D or above *has* been achieved.	Choose 'Yes'
The energy efficiency requirement does apply and an EPC rating of level D or above *has not* been achieved	Choose 'No'
Means that the energy efficiency requirement does not apply because my installation is not attached or wired to provide electricity to a relevant building"	Choose 'EER NA'

- EPC Ref (prepopulated if applicable)
- EPC Date (prepopulated if applicable)
- Commissioning Date (pre-populated)
- TIC (pre-populated)
- DNC (pre-populated)

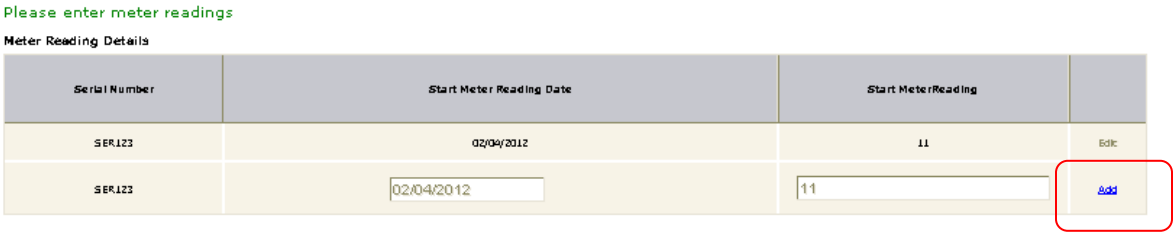
10.19. For an ROO-FIT accredited PV standard installation that meets the EER assessment criteria these fields must be filled in a specific order as shown below:


1. Click on 'Add'
Please note: as of 1st December 2012 the EER met answer will be pre-populated. If the answer to the EER MET is yes then EPC reference and EPC date will be pre-populated also dependant on EPC options chosen by the generator
2. Click 'Update'

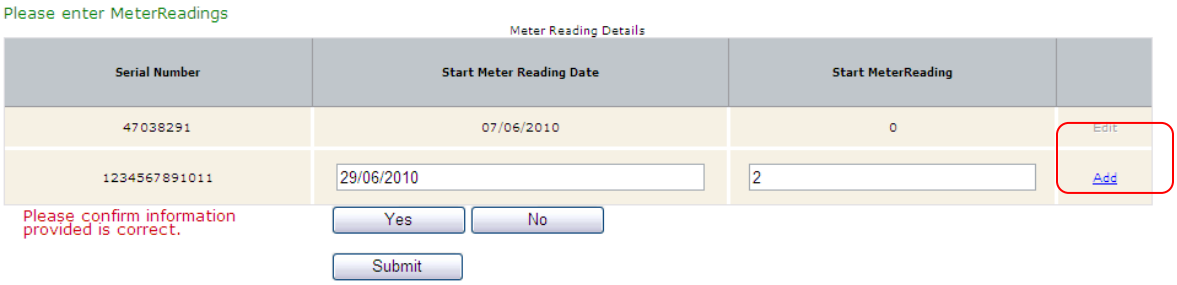
10.20.The meter details and meter readings are also pre-populated so the licensee will only need to click on 'add', first on the meter details .(*Please see chapter number 3.127 for definition of site warning and error messages that may apply.)



Then 'add' on the Meter reading Details.



10.21.Click on 'submit' and a confirmation message will appear to ask the user to confirm that the information provided is correct.



10.22. For both MCS and ROO-FIT accredited installations, if an extension had been commissioned before **18 October 2011** and notified to Ofgem before that date, it will be treated in accordance with the rules set out in the FIT Supplier Guidance (Version 1), which are summarised below;

- *Treated as part of the original installation* - An extension to an eligible installation will be classed as being part of the original installation if commissioned within 12 months of the original installation's confirmation date (or commissioning date for the installations installed prior to 1 April 2010). The extension will have the same eligibility date and eligibility period as the original installation. The combined installation will be treated as having a new total installed capacity. If the extension moves the combined installation's capacity to another tariff band, the whole installation will receive the lower tariff from the extension's eligibility date.

- *Treated as a separate installation* - An extension to an eligible installation commissioned more than 12 months from the eligible installation's confirmation date (or commissioning date for those installations installed prior to 1 April 2010) will be treated as a separate installation, except when determining a total installed capacity (see 5.8).

10.23. If an extension has commissioned on or after **18 October 2011** or commissioned before 18 October 2011 but hasn't notified Ofgem before the date, it will be treated as a separate installation as set out in the rules above.

10.24. Each extension receives an *Extension Reference* based on the FIT ID of the following format, FIT12345678-2, -3 etc. This reference is allocated regardless of the treatment of the extension.

10.25. For more information regarding extension rules please see the FIT Supplier Guidance (Version 4).

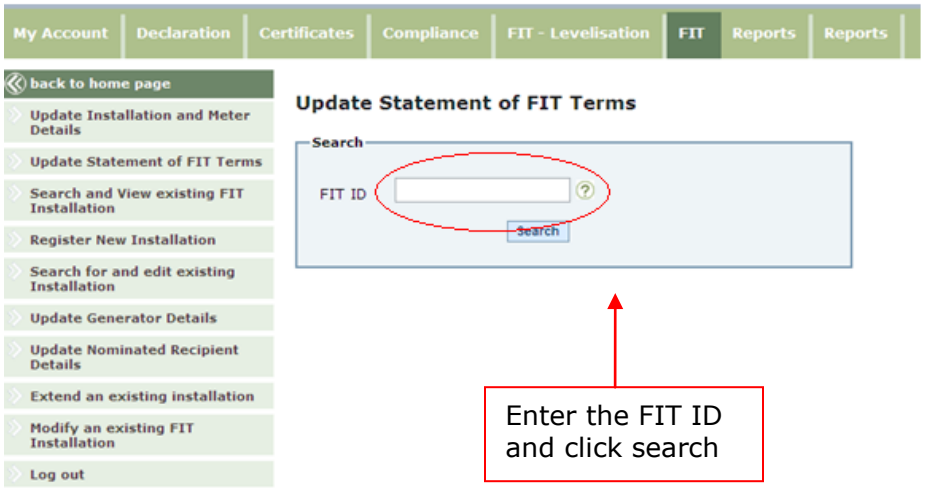
11. FIT Terms

Chapter Summary

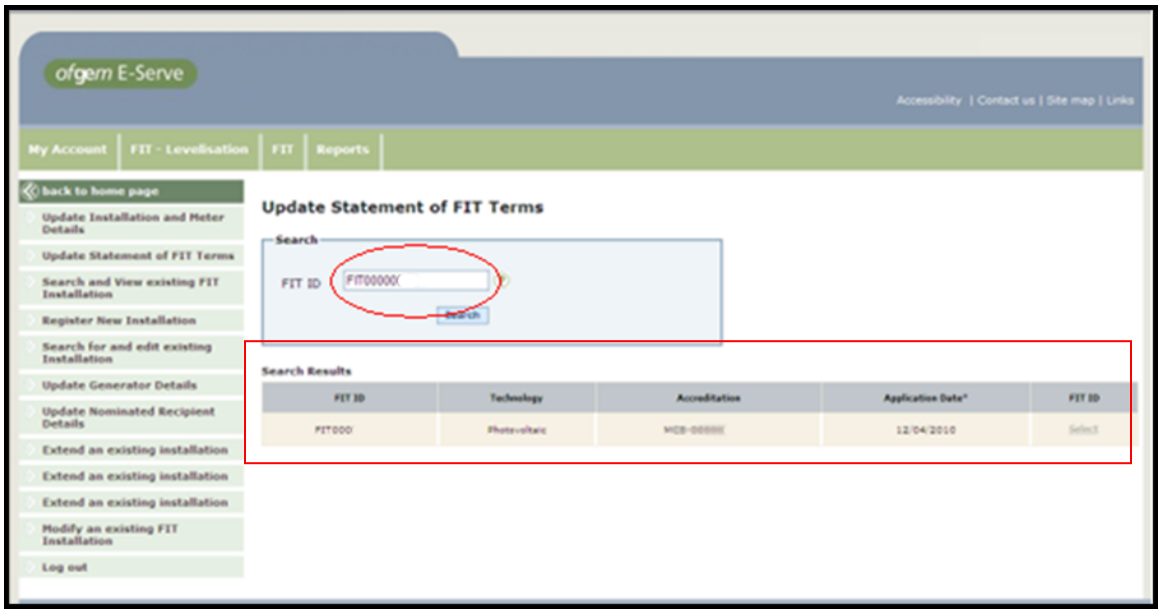
This chapter provides guidance for Licensees with regard to updating the date the statement of FIT Terms is agreed between the Generator and the Licensee.

11.1. Select the *Update Statement of FIT Terms* link.

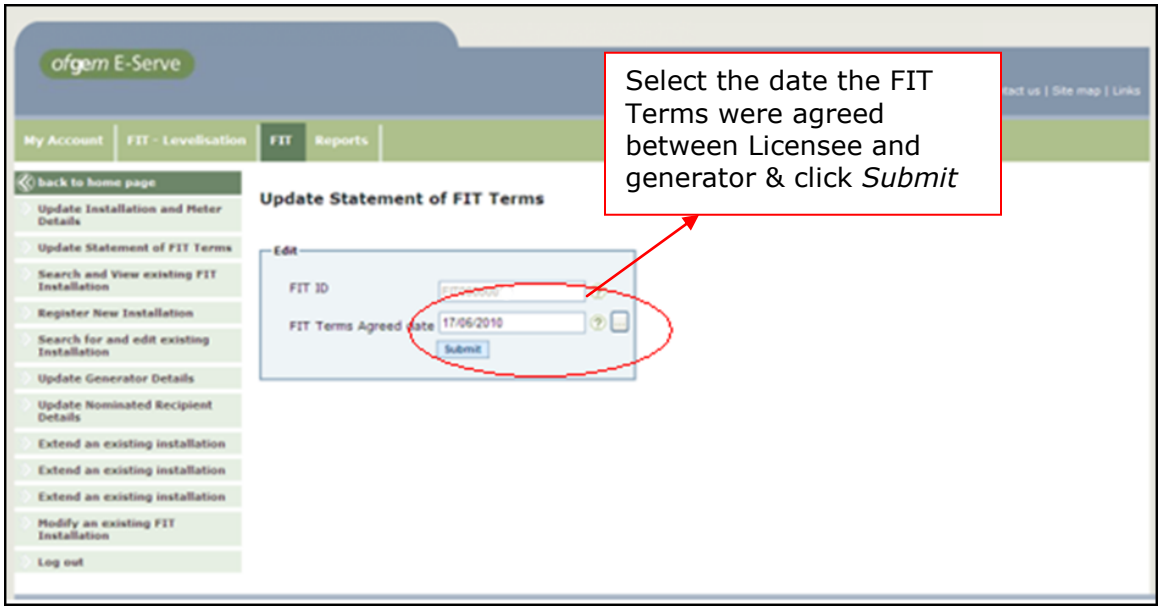
11.2. Enter the FIT ID and click *search*.



11.3. The details of the searched FIT ID will be displayed in the Search Results area. Click on the FIT ID displayed, to edit the FIT terms.



11.4. Edit the FIT terms date as per agreed between Licensee and generator.



12. User Management

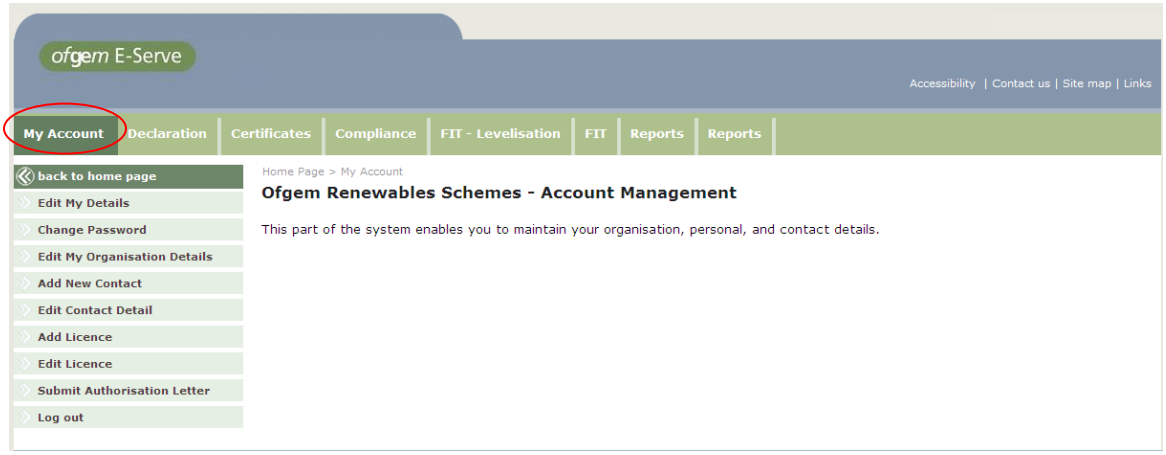
Chapter Summary

This chapter provides guidance for Licensees in creating, editing and setting permissions for users.

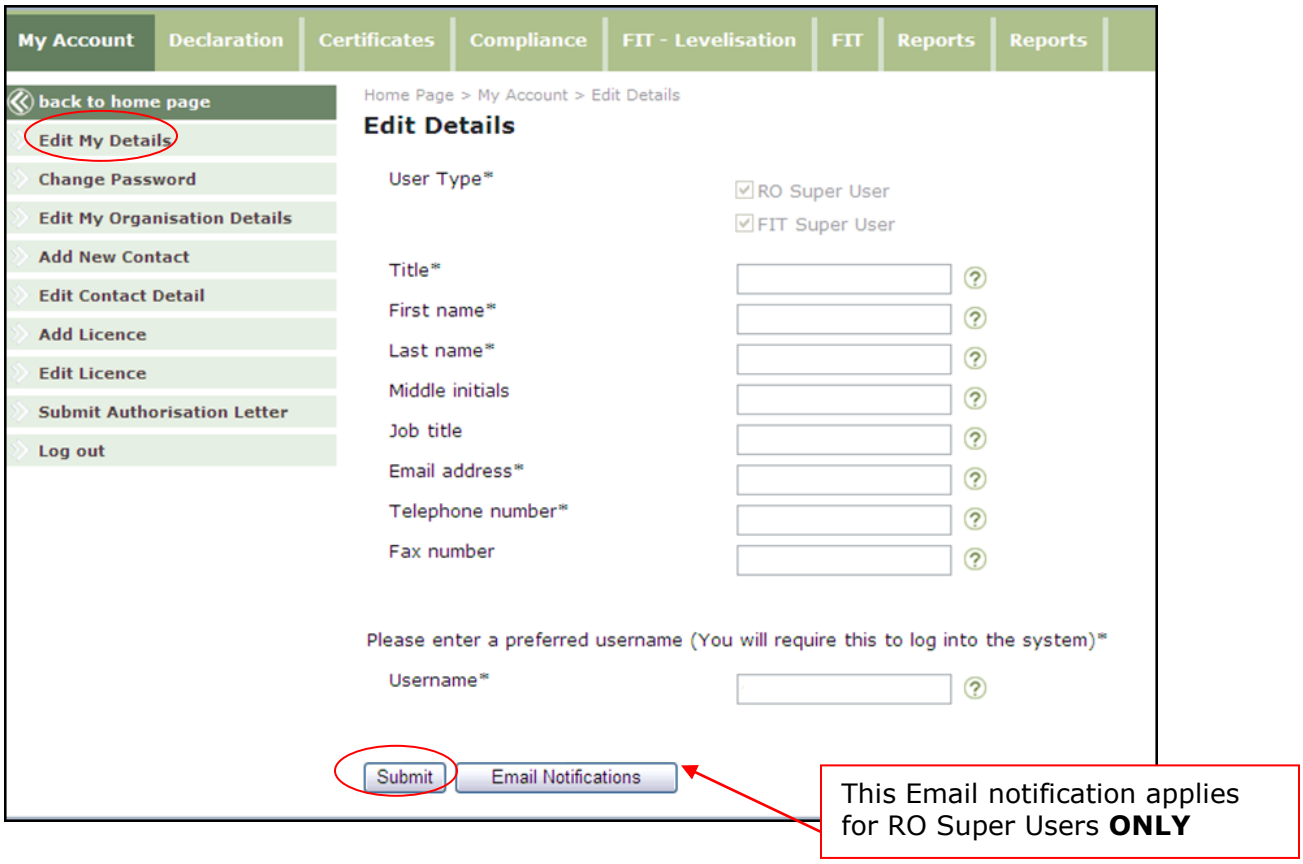
User Management

12.1. To access user management functions, the user must be a *Super User* or have "add user" permissions delegated to them by their organisational *Super User*

12.2. Click on the "My Account" link. This will display a range of options on the vertical menu. Please note that some of these are available to the *Super User* only.

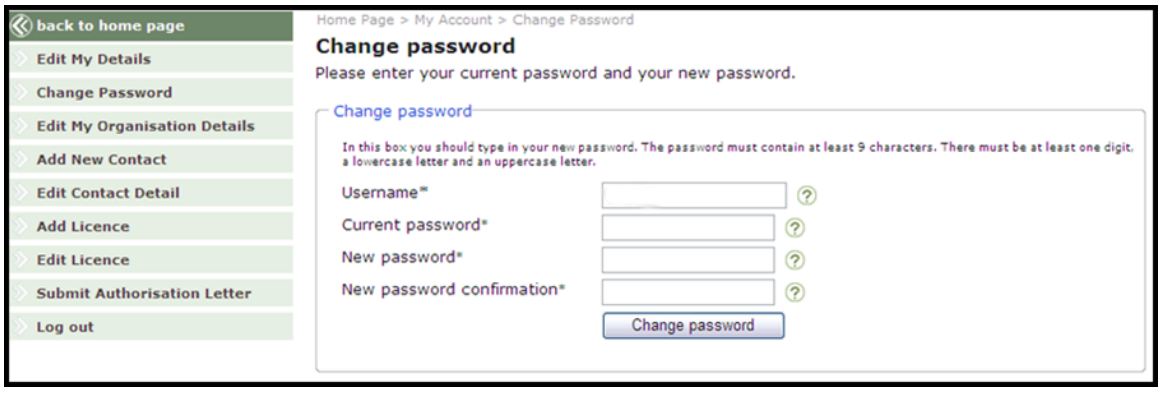


Edit own account details



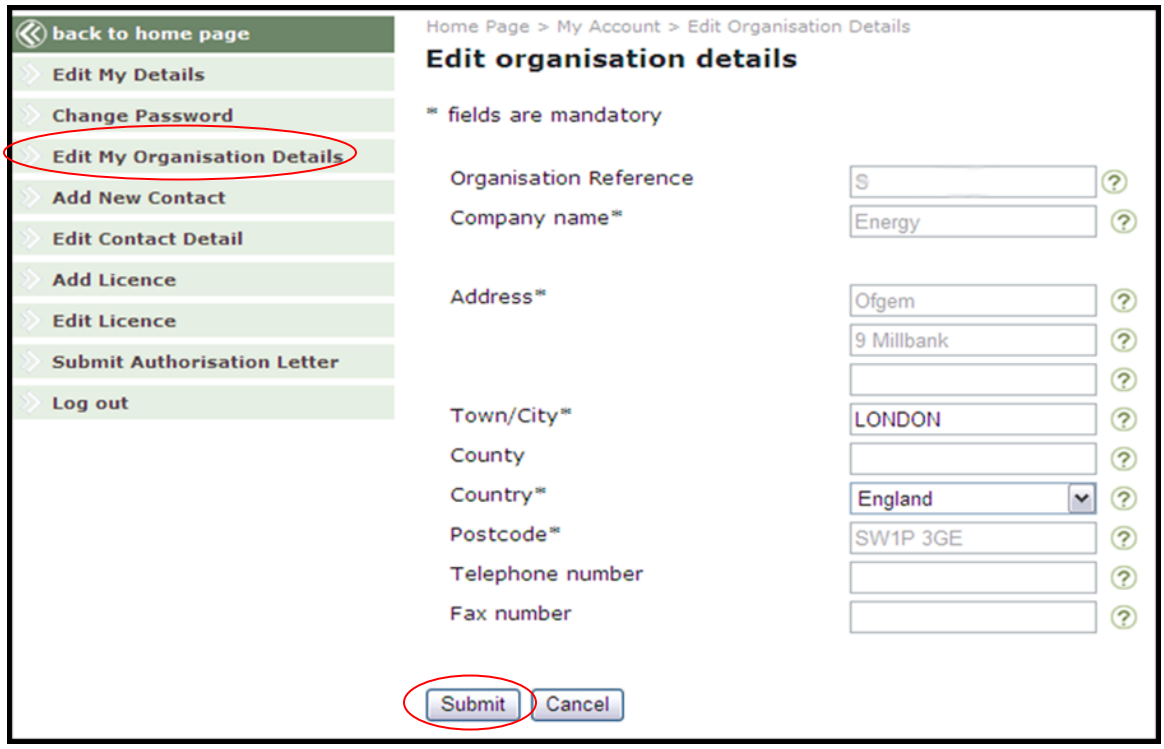
Change password

12.3.Users are required to enter their previous password before being able to enter a new password. Re-confirmation of the new password is required before the password change is accepted.


back to home page
Edit My Details
Change Password
Edit My Organisation Details
Add New Contact
Edit Contact Detail
Add Licence
Edit Licence
Submit Authorisation Letter
Log out
Home Page > My Account > Change Password
Change password
Please enter your current password and your new password.
Change password
In this box you should type in your new password. The password must contain at least 9 characters. There must be at least one digit, a lowercase letter and an uppercase letter.
Username*
Current password*
New password*
New password confirmation*
Change password

Edit organisation details

12.4. If any amendments are required to the organisational details they can be made by selecting the '*Edit My Organisation Details'* link. Enter any amendments to the details on this screen, and select '*Submit'* when completed.



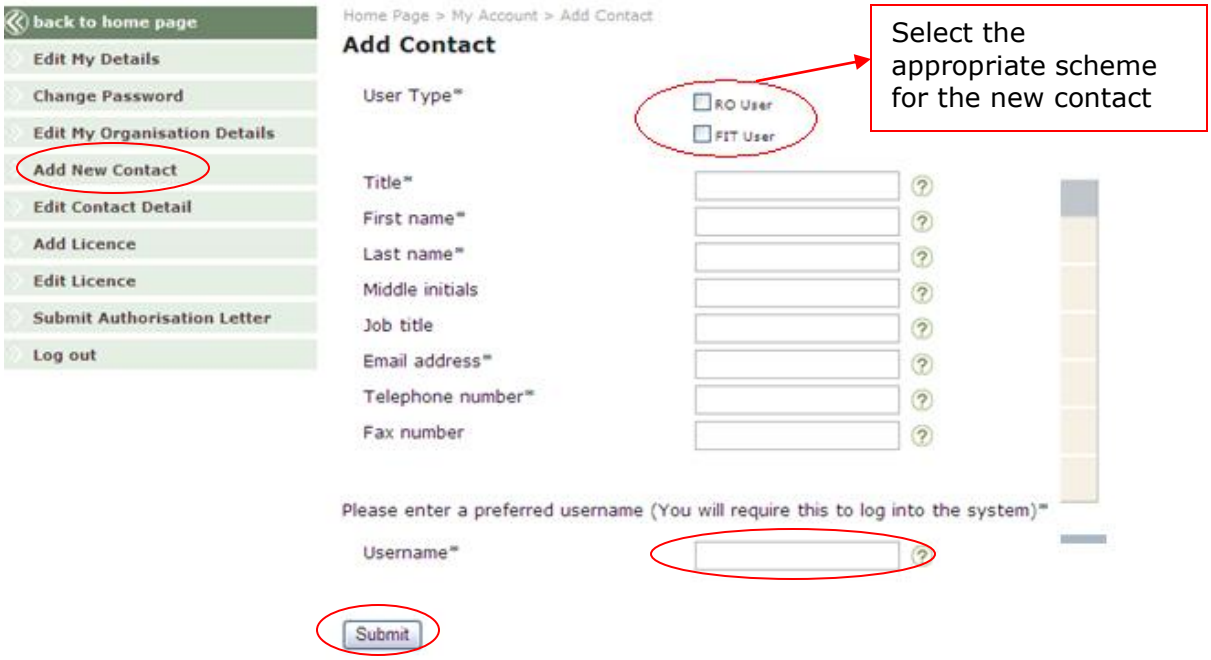
Add new contact

12.5. To create a new user or 'contact', select the 'Add New Contact' link. The following screen is displayed. Select the user type, either Renewable Obligation (RO) or Feed in Tariff (FIT).

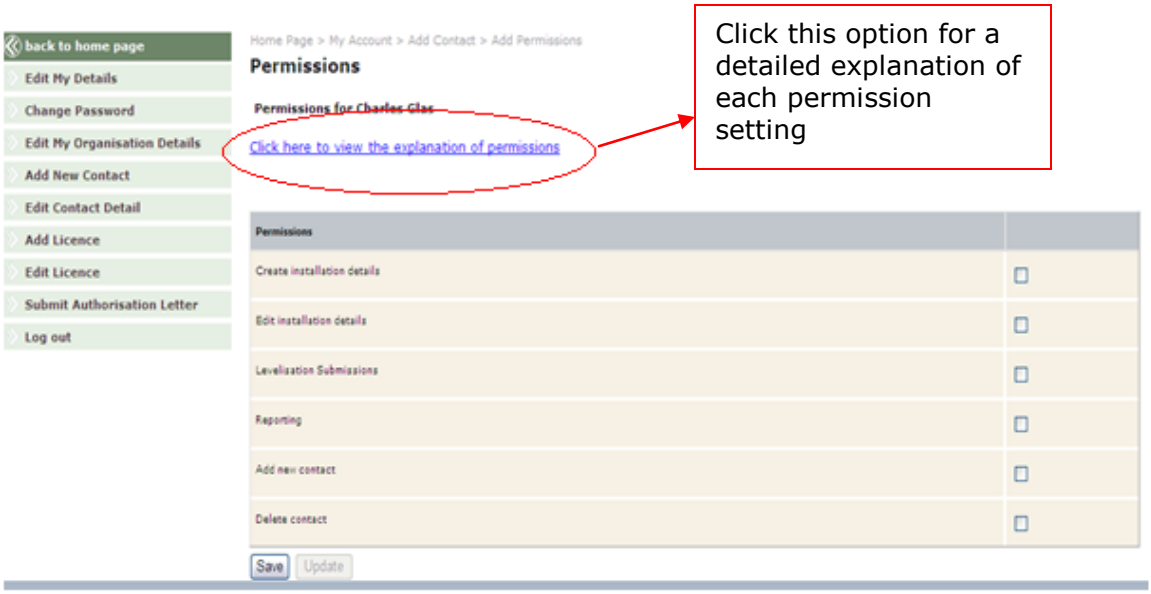
12.6. Please note that *Super User* can only select user types for the schemes they administer. Therefore an *RO Super User* cannot create a FIT user and vice versa. Where a user is a *Super User* for the FIT and RO, then both user types can be selected.

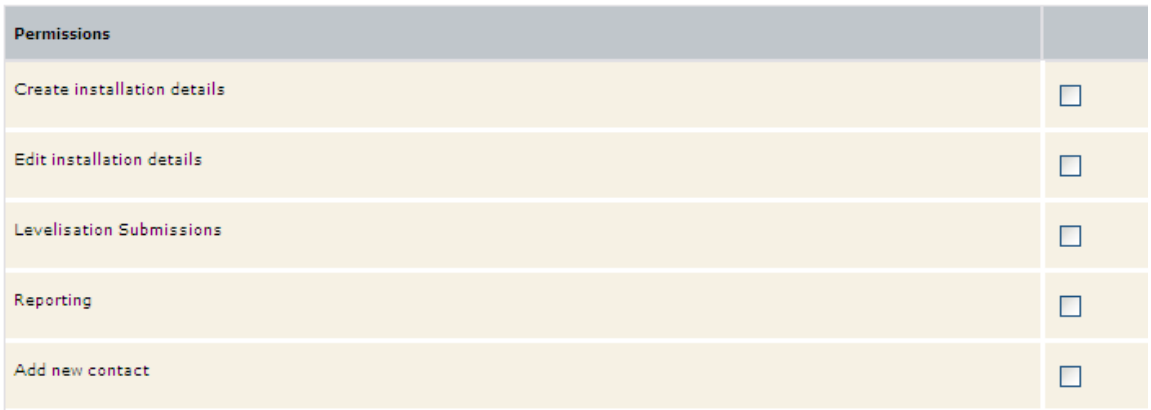
12.7. The mandatory fields are indicated by a * symbol.

12.8. Once the contact details have been entered, please add a username (this can be an email address) and click "Submit".



A screen to allocate user permissions for the CFR now appears. Check the boxes for the permissions required for the user.



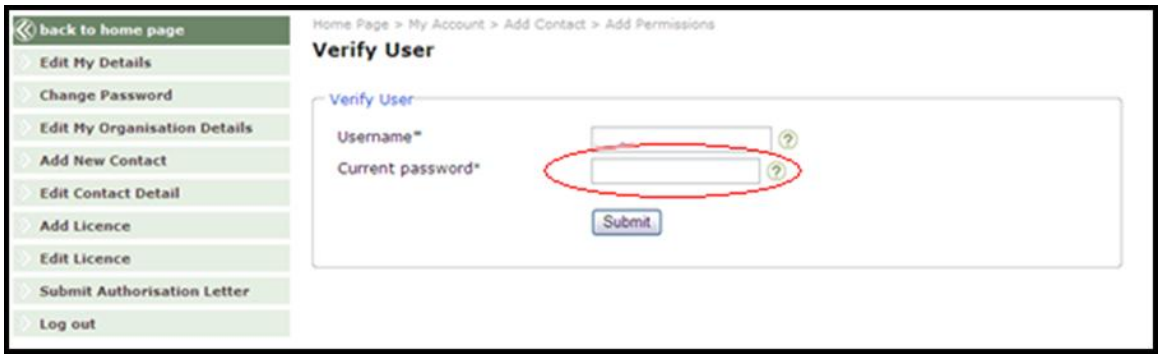


Permission	Description
Create installation details	Allows the user to Register a new FIT installation
Edit installation details	Allows the user to edit an existing FIT installation
Levelisation submissions	Allows the user to submit data for the Levelisation process
Reporting	Allows the user to access FIT scheme reports
Add new contact	Allows the user to create a new contact (with default permissions only)

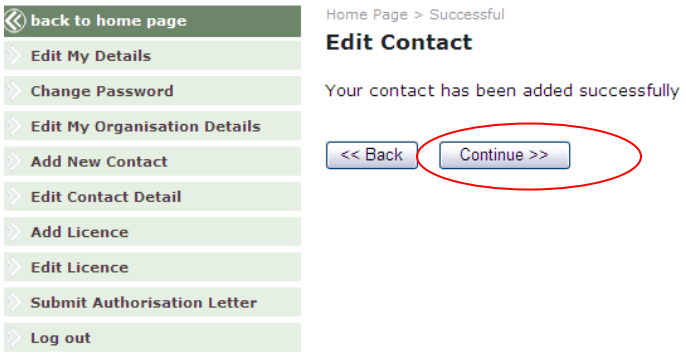
12.9. The default settings for a new FIT user are to enable the following permissions:-

- Create installation details
- Edit installation details

12.10. After selecting the appropriate permission for the new contact, the user is requested to confirm their password:



12.11. A confirmation message will appear confirming that the new contact has been successfully added:

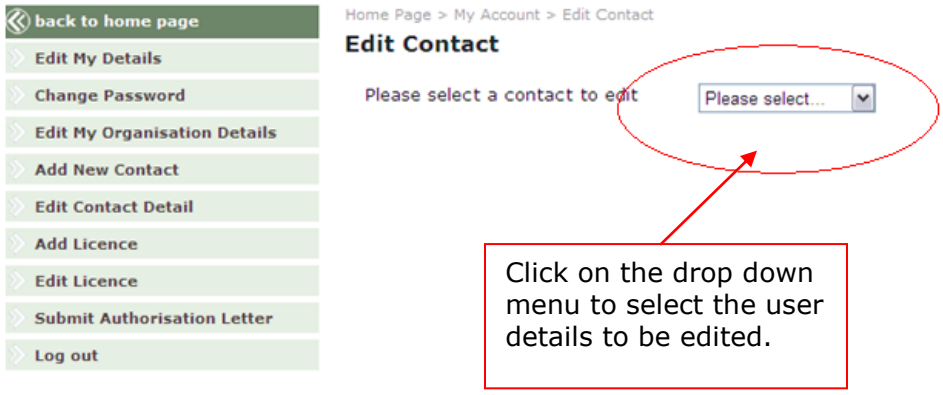


12.12. Once all the required fields and permissions have been set the following confirmation screen appears. Click the *Continue* button to return to the user management home page.

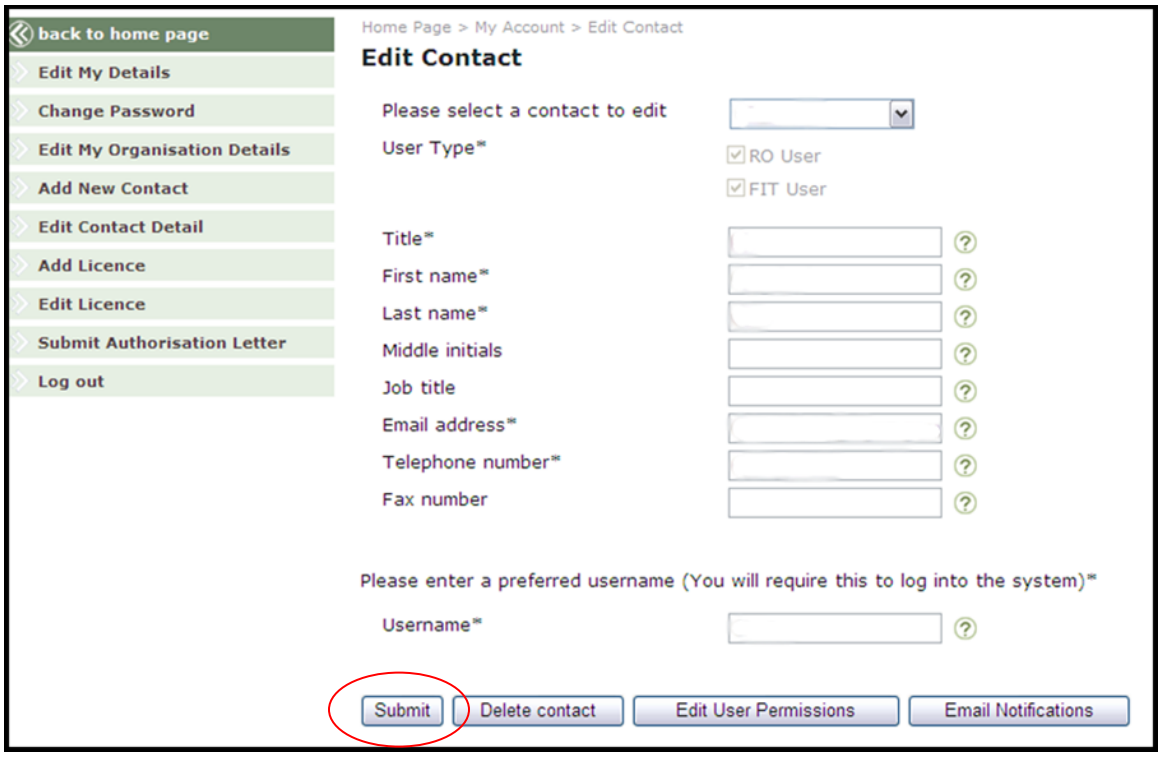
12.13. An email will be sent to the new user confirming their account setup

Editing of Contact details

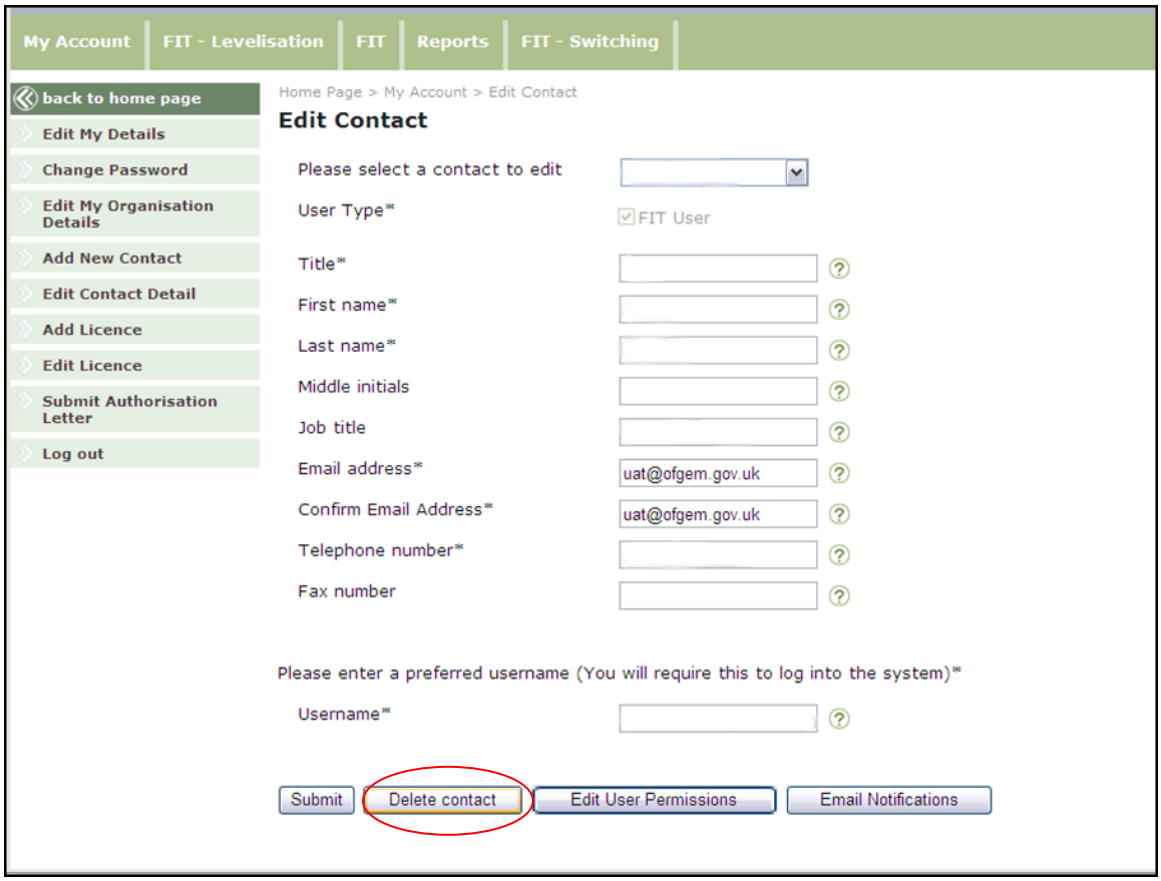
12.14. To edit an existing contact (user), select the *Edit Contact Detail* link. A drop down list of users will then appear. Select the required user to display the details screen.


back to home page
Edit My Details
Change Password
Edit My Organisation Details
Add New Contact
Edit Contact Detail
Add Licence
Edit Licence
Submit Authorisation Letter
Log out
Home Page > My Account > Edit Contact
Edit Contact
Please select a contact to edit
Please select...
Click on the drop down menu to select the user details to be edited.

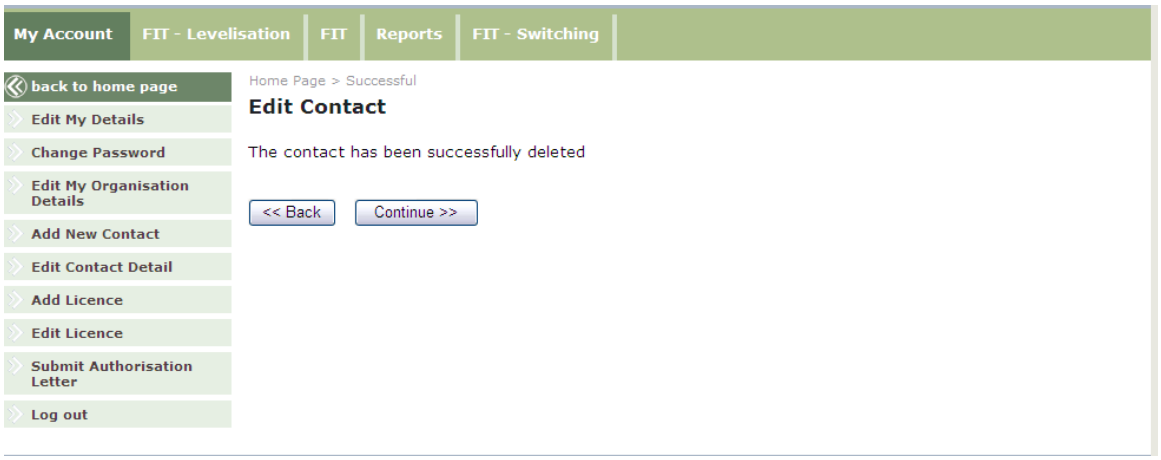
12.15. Make the required amendments and click on the *Submit* button:



12.16. A contact can also be deleted. In order to delete a contact, click on the 'Delete contact' button. **This should be done as soon as a contact no longer needs access to the CFR and especially if they leave the organisation**.



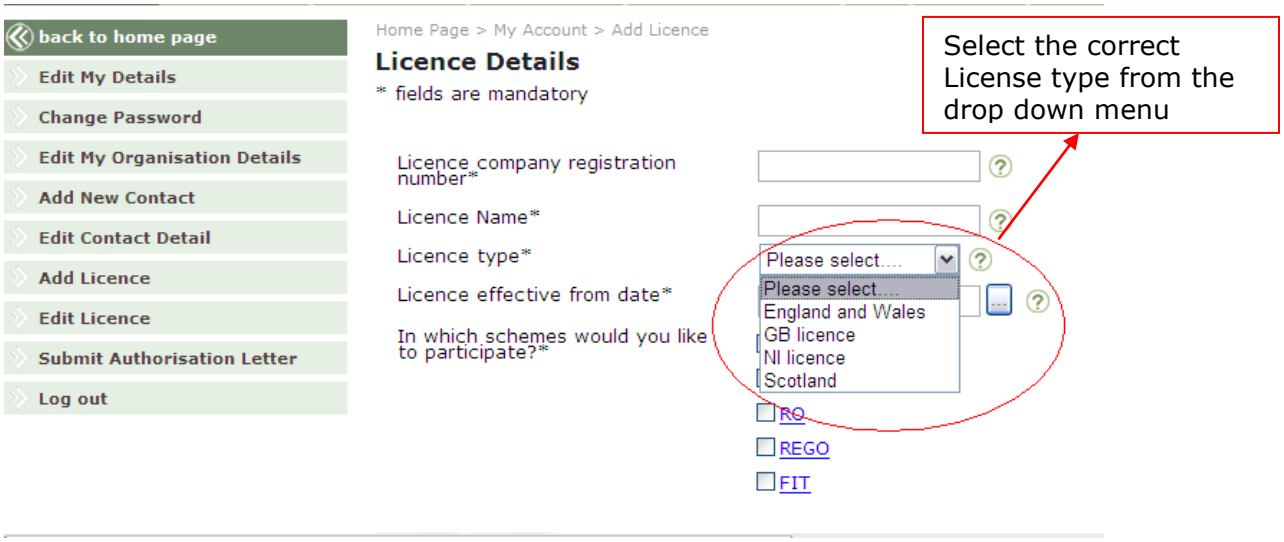
12.17. A message to say 'The contact has been successfully deleted' will appear once the button has been activated.



Add new Licence

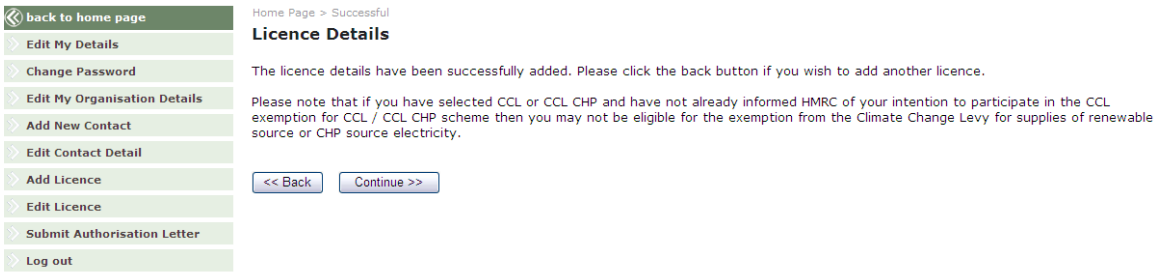
12.18. Select the *Add Licence* link to add details of a new licence.

It is mandatory to enter the company registration number before proceeding.
back to home page
Edit My Details
Change Password
Edit My Organisation Details
Add New Contact
Edit Contact Detail
Add Licence
Edit Licence
Submit Authorisation Letter
Log out
Home Page > My Account > Add Licence
Licence Details
* fields are mandatory
Licence company registration number*
Licence Name*
Licence type*
Please select....
Licence effective from date*
In which schemes would you like to participate?*
CCL
CCL CHP
RO
REGO
FIT
Submit
Cancel

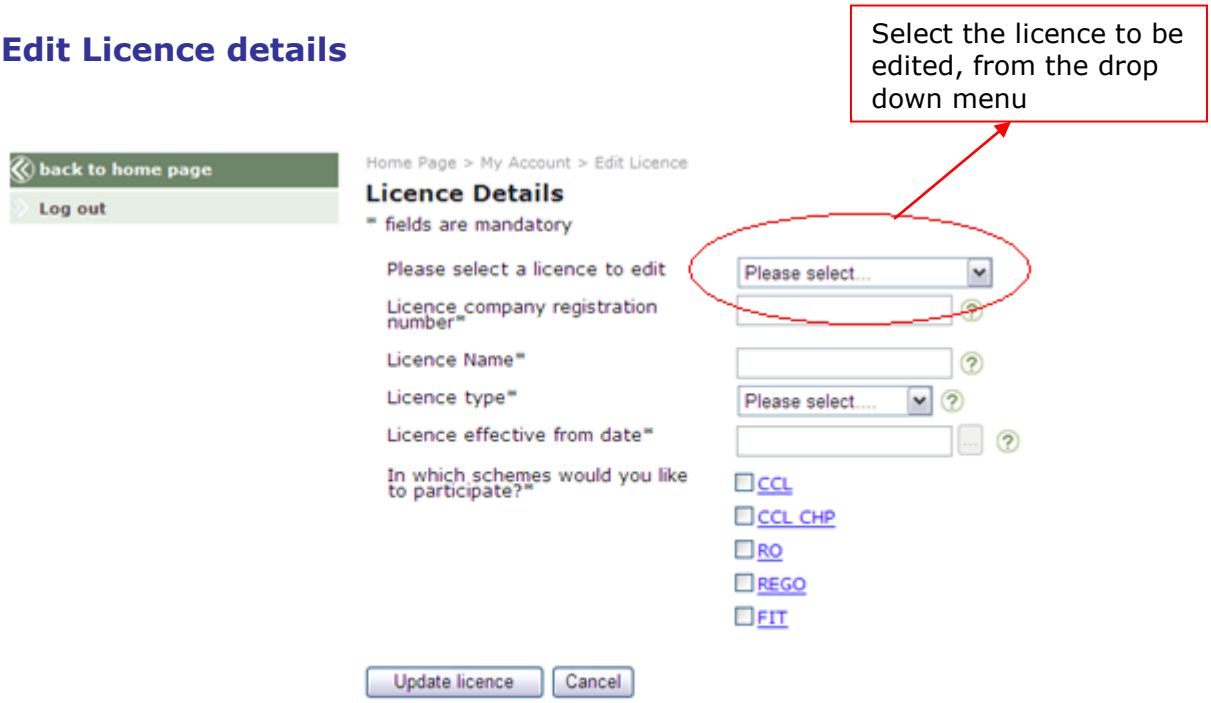

Select the correct License type from the drop down menu
back to home page
Edit My Details
Change Password
Edit My Organisation Details
Add New Contact
Edit Contact Detail
Add Licence
Edit Licence
Submit Authorisation Letter
Log out
Home Page > My Account > Add Licence
Licence Details
* fields are mandatory
Licence company registration number*
Licence Name*
Licence type*
Please select....
Licence effective from date*
In which schemes would you like to participate?*
Please select....
England and Wales
GB licence
NI licence
Scotland
RO
REGO
FIT

12.19. The Licence Type is required for FIT Licensees. This is used to indicate where FIT installations and therefore FIT payments are to be linked to this licence or not. Non-FIT Licence type will be automatically selected for a FIT Licence.

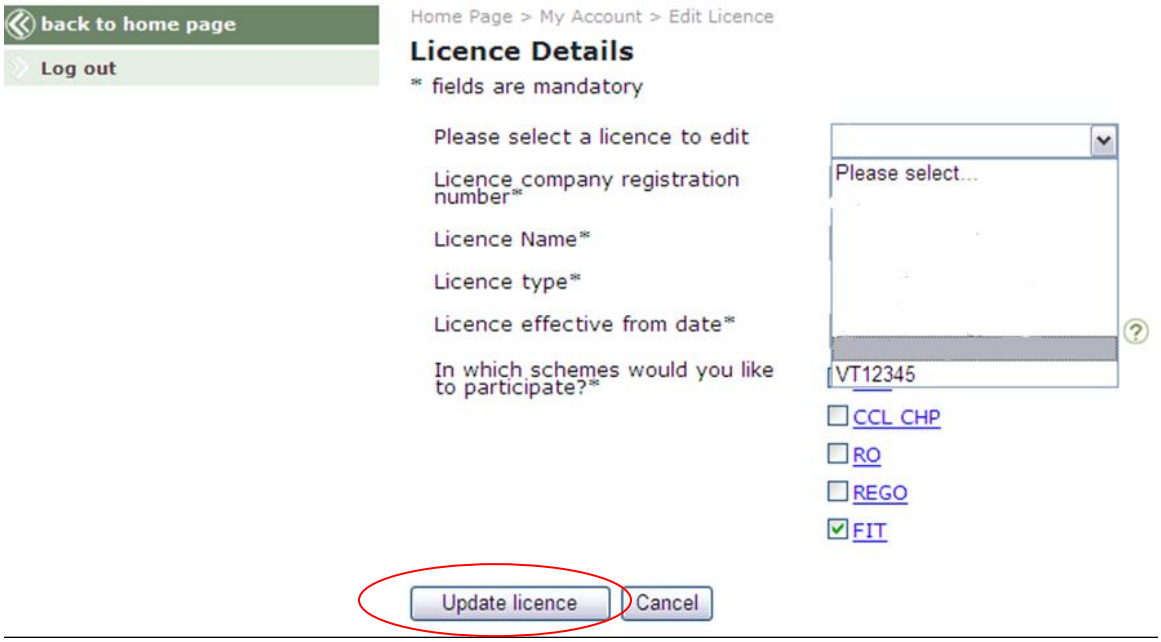
12.20. A confirmation message appears stating that the license has been successfully added.


back to home page
Edit My Details
Change Password
Edit My Organisation Details
Add New Contact
Edit Contact Detail
Add Licence
Edit Licence
Submit Authorisation Letter
Log out
Home Page > Successful
Licence Details
The licence details have been successfully added. Please click the back button if you wish to add another licence.
Please note that if you have selected CCL or CCL CHP and have not already informed HMRC of your intention to participate in the CCL exemption for CCL / CCL CHP scheme then you may not be eligible for the exemption from the Climate Change Levy for supplies of renewable source or CHP source electricity.
<< Back
Continue >>

Edit Licence details



12.21. After the licence has been edited, click *Update Licence*



13. Levelisation

Chapter Summary

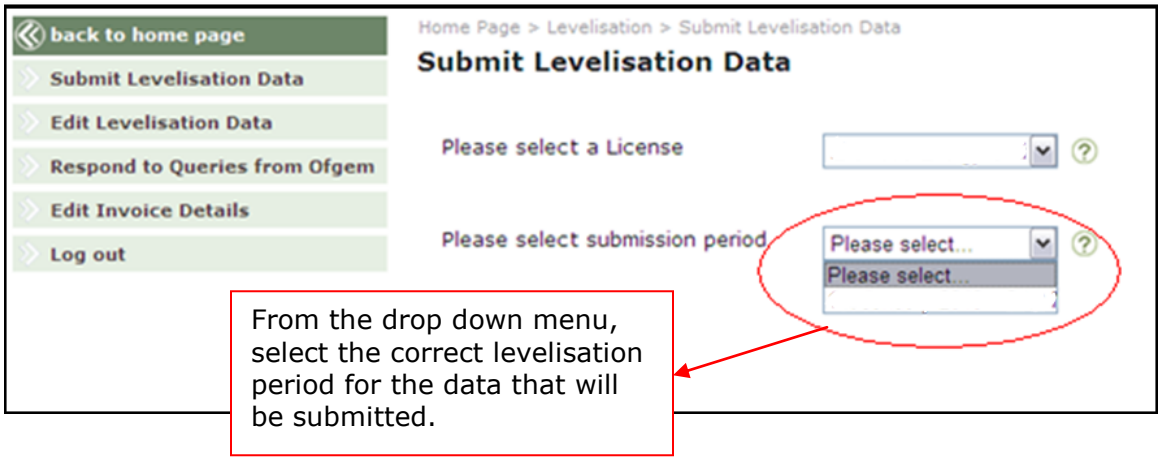
This chapter provides guidance for Licensees with regards submitting and editing data during the Levelisation process.

13.1. Select the FIT-Levelisation tab to edit and submit data. This tab is only available to *FIT Super Users* or those users with delegated permission to access Levelisation.

Submit Levelisation Data

13.2. On the Levelisation home page, select the "Submit Levelisation Data" link. This starts the data submission process.

13.3. The data required as part of the Levelisation process will depend on the FIT status of the Licensee. Those that are actively taking part in the scheme (mandatory or voluntary FIT Licensees) will be required to provide more data than those Licensees who simply participate in the Levelisation process.


back to home page
Submit Levelisation Data
Edit Levelisation Data
Respond to Queries from Ofgem
Edit Invoice Details
Log out
Home Page > Levelisation > Submit Levelisation Data
Submit Levelisation Data
Please select a License
Please select submission period
Please select...
Please select...
From the drop down menu, select the correct levelisation period for the data that will be submitted.

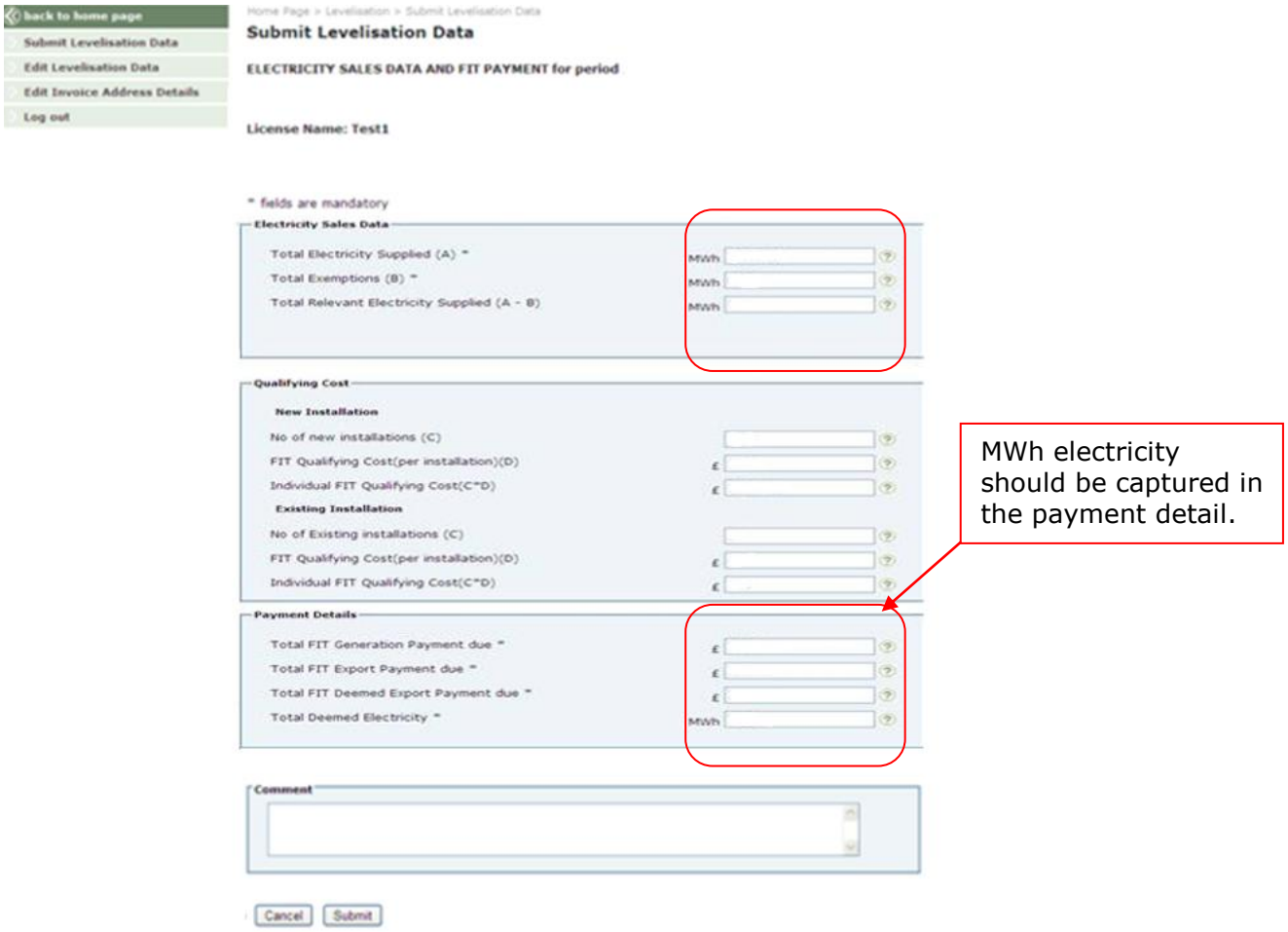
Zero supplied electricity (Zero sales)

13.4. When a Licensee has not supplied any electricity in the submission period, they will still be required to notify Ofgem of the zero supply by entering the numeral 0 (zero) in the appropriate lines.

Mandatory and Voluntary FIT Licensees

13.5. For those Licensees who are mandatory FIT Licensees or have elected to become a voluntary FIT Licensee information on both the electricity supplied and FITs payment claimed are required for each licence held.

13.6. Details of the data required for Levelisation can be found in the Feed-in Tariff: Guidance Document for Licensed Suppliers or by contacting the FIT Compliance Team at Ofgem via FITcompliance@ofgem.gov.uk

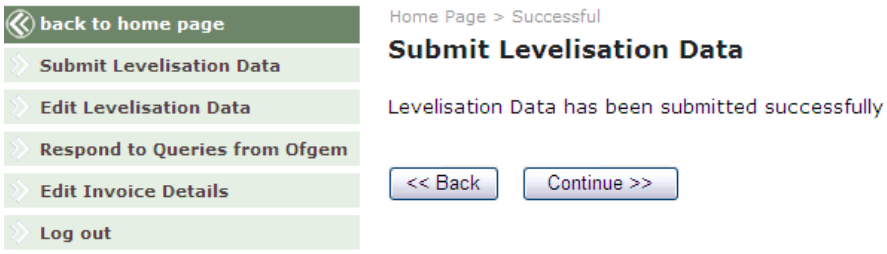


13.7. Comments against the submitted data can be provided if required.

13.8. When Zero supplied electricity (Zero sales) has been submitted, a declaration box appears for confirmation

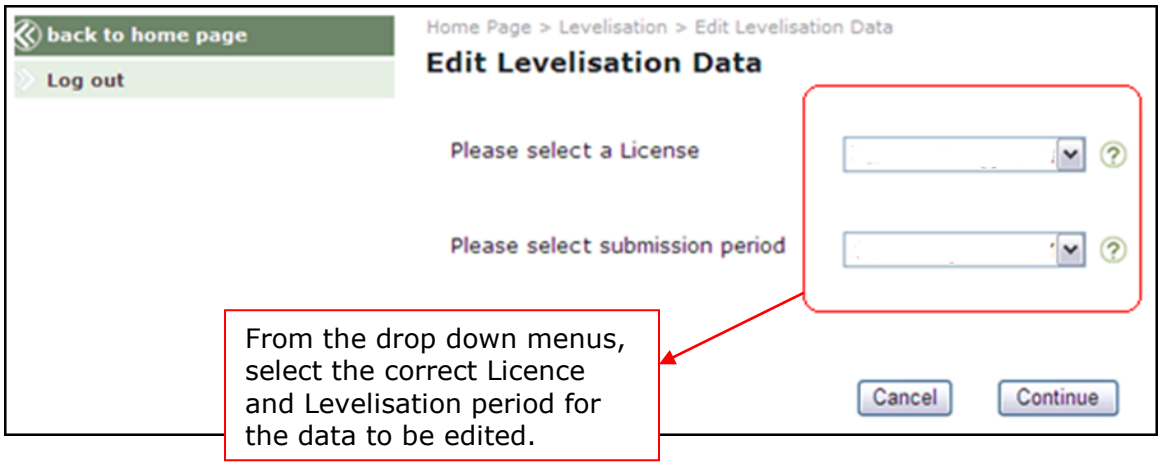
My Account
Declaration
Certificates
Compliance
FIT - Levelisation
FIT
Reports
Reports
back to home page
Submit Levelisation Data
Edit Levelisation Data
Respond to Queries from Ofgem
Edit Invoice Details
Log out
Confirm Zero Sales
Please read the statement below and tick the checkbox to confirm zero sales for the period stated
As the authorised FIT Levelisation contact for , I confirm that has not supplied any electricity to customers in [] during the period inclusive.
Cancel
Submit

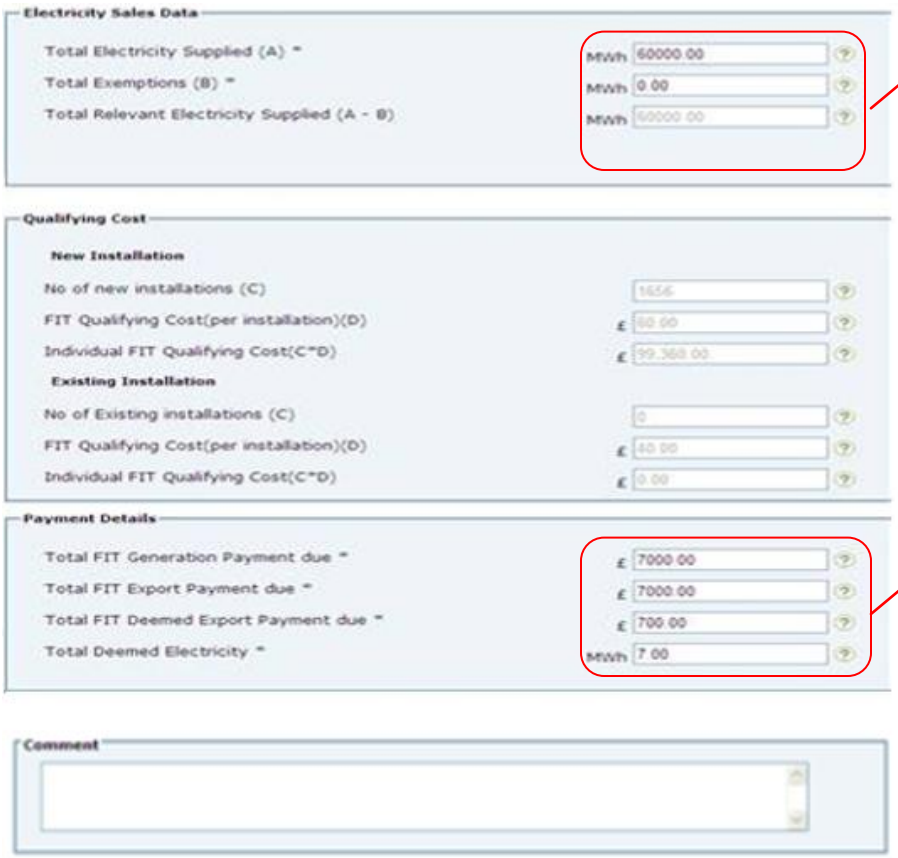
13.9. A confirmation message will appear stating that the data was successfully uploaded and a notification email sent.



Edit Levelisation Data

13.10. Editing of Levelisation data is only available up until the submission deadline, after this it will no longer be possible to edit the data.


back to home page
Log out
Home Page > Levelisation > Edit Levelisation Data
Edit Levelisation Data
Please select a License
Please select submission period
From the drop down menus, select the correct Licence and Levelisation period for the data to be edited.
Cancel
Continue

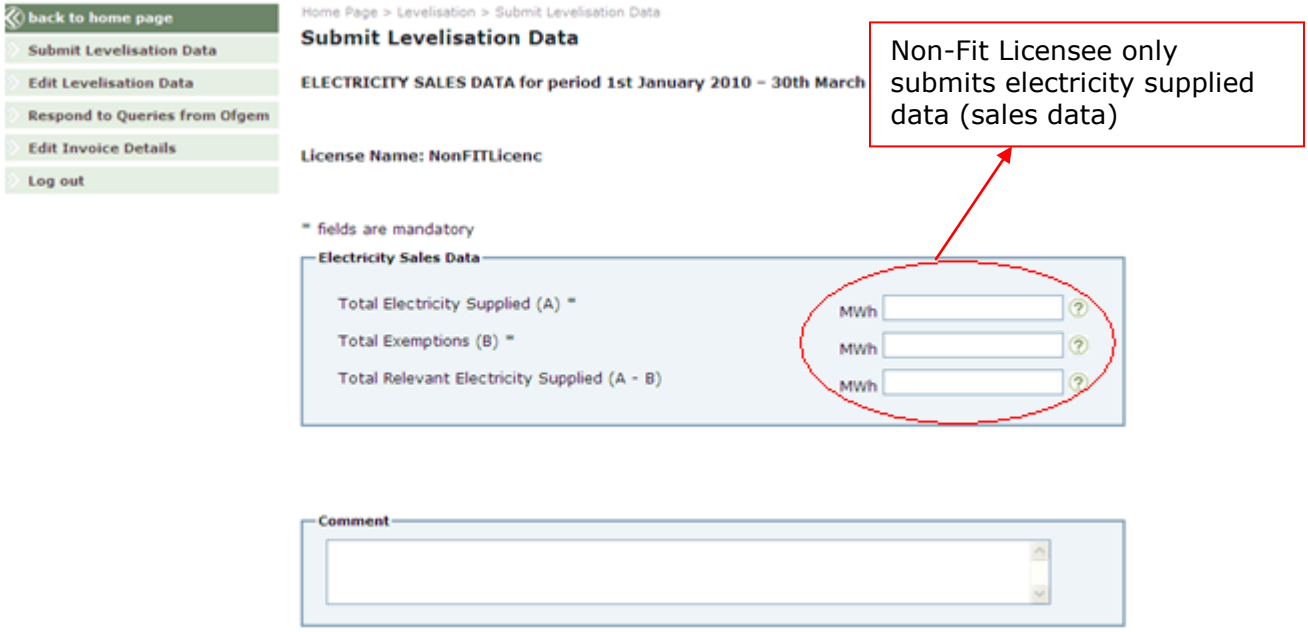


electricity supplied data (sales data)entered can be edited with comments

electricity supplied data (sales data) entered can be edited with comments

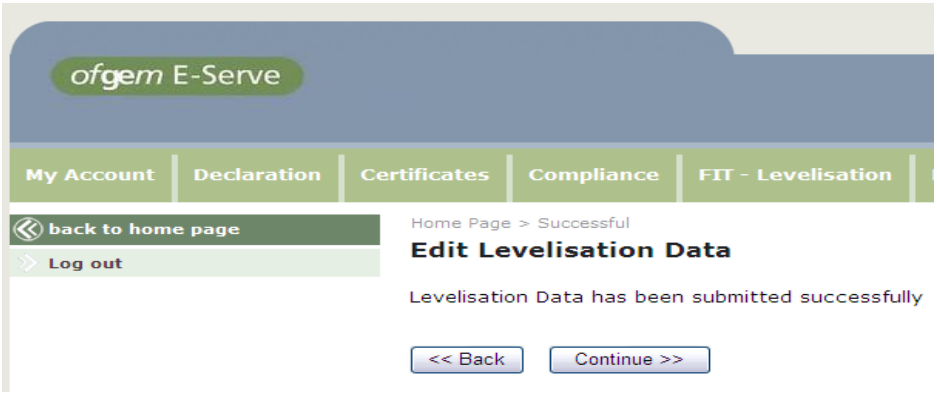
Non-FIT Licensee

13.11. Where a Licensee is not a mandatory or voluntary FIT Licensee only electricity supplied data (sales data) for the calculation of market share is required during the Levelisation process.


back to home page
Submit Levelisation Data
Edit Levelisation Data
Respond to Queries from Ofgem
Edit Invoice Details
Log out
Home Page > Levelisation > Submit Levelisation Data
Submit Levelisation Data
ELECTRICITY SALES DATA for period 1st January 2010 – 30th March
License Name: NonFITLicenc
* fields are mandatory
Electricity Sales Data
Total Electricity Supplied (A) *
Total Exemptions (B) *
Total Relevant Electricity Supplied (A - B)
MWh
MWh
MWh
Comment
Non-Fit Licensee only submits electricity supplied data (sales data)

13.12. When the deadline for data submission has passed, the following message will appear:

13.13. Confirmation message appear after editing is completed.

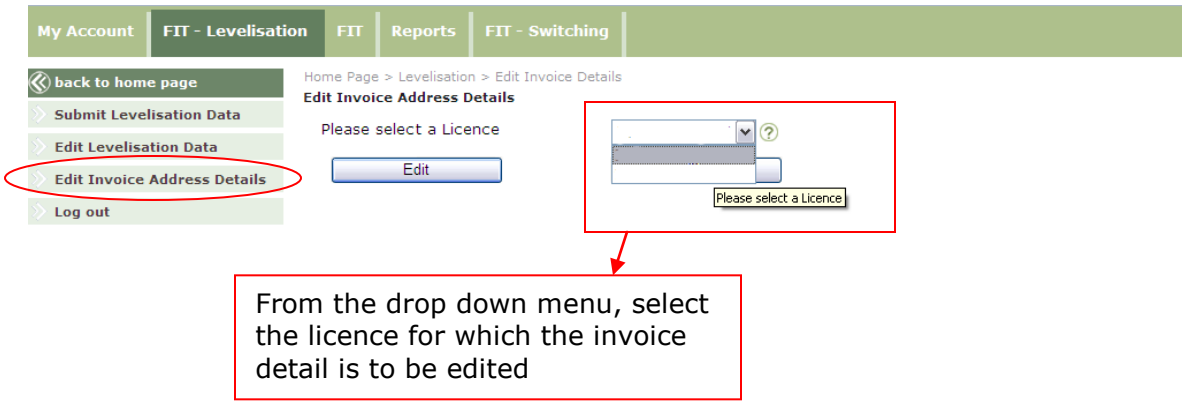


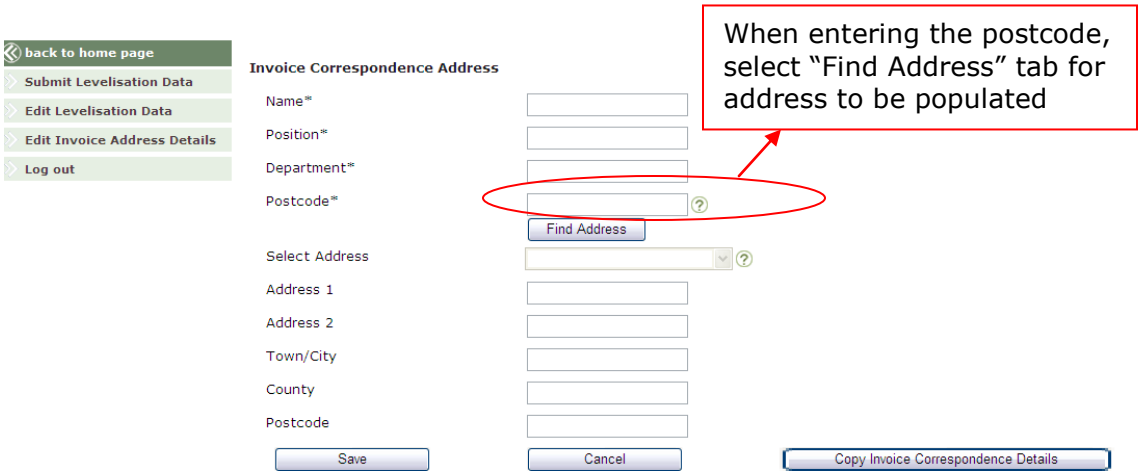
Edit Invoice Details

13.14. It is possible to update the correspondence details used for sending Levelisation invoices/statements. These details are held against each licence so a FIT Licensee with multiple licences can have invoices sent to different recipients.

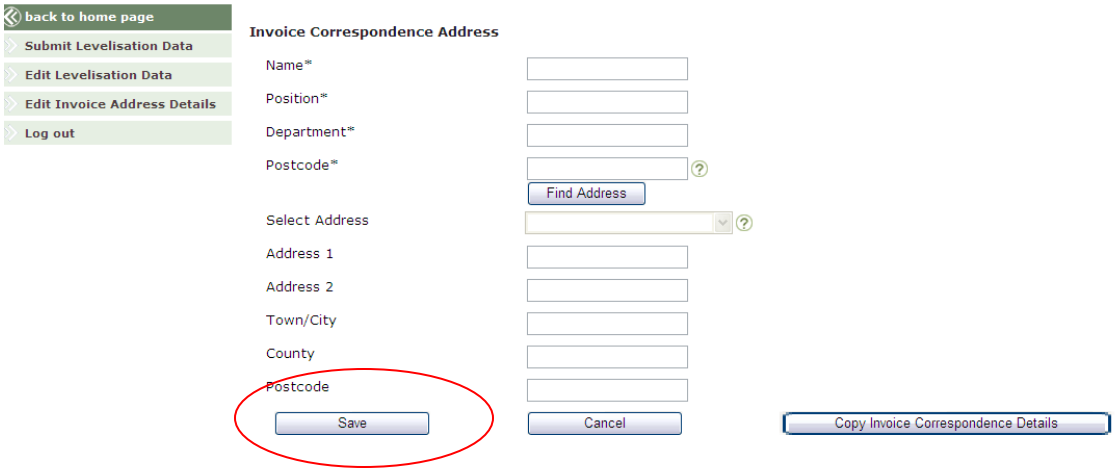
13.15. For the first Levelisation period, details will be added by the Ofgem FIT Compliance team.

13.16. Select the "Edit Invoice Address Details" link.


My Account
FIT - Levelisation
FIT
Reports
FIT - Switching
back to home page
Submit Levelisation Data
Edit Levelisation Data
Edit Invoice Address Details
Log out
Home Page > Levelisation > Edit Invoice Details
Edit Invoice Address Details
Please select a Licence
Edit
Please select a Licence
From the drop down menu, select the licence for which the invoice detail is to be edited

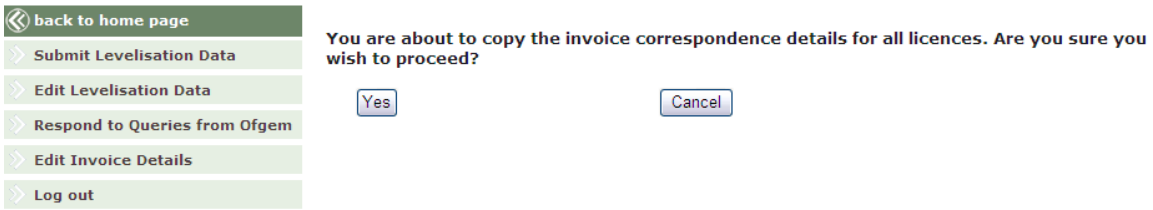


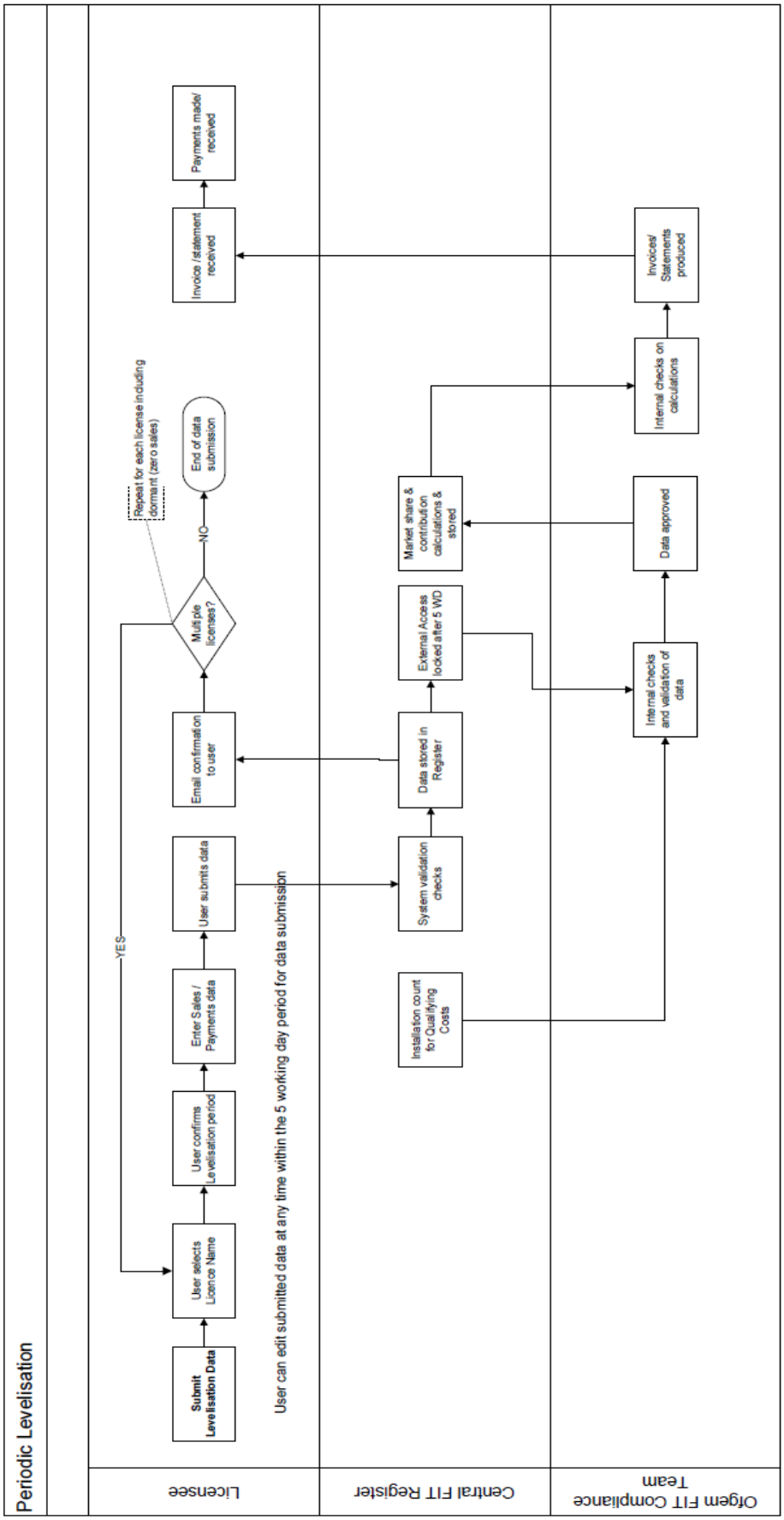
13.17. Make the necessary amendments to the fields and click "Save".



13.18. If these correspondence details are to be used for all licences then click the "Copy Invoice Correspondence Details" button. This copies the entered details and records them against all licences linked to the Super User.

13.19. A confirmation message will be displayed.


back to home page
Submit Levelisation Data
Edit Levelisation Data
Respond to Queries from Ofgem
Edit Invoice Details
Log out
You are about to copy the invoice correspondence details for all licences. Are you sure you wish to proceed?
Yes
Cancel

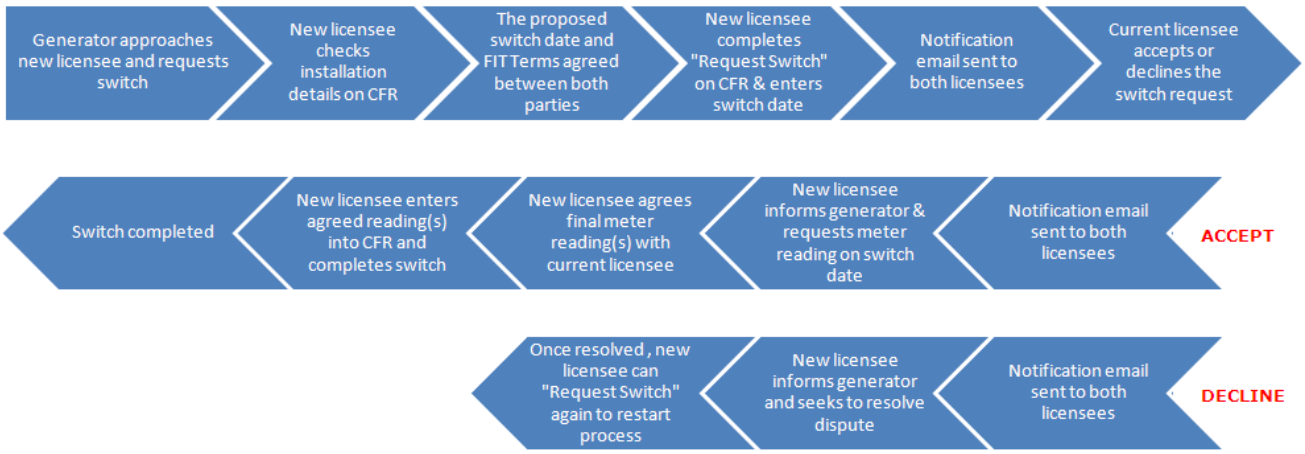

Periodic Levelisation
Licensee
Central FIT Register
Ofgem FIT Compliance Team
Submit Levelisation Data
User selects Licence Name
User confirms Levelisation period
Enter Sales / Payments data
User submits data
Email confirmation to user
Multiple licenses?
YES
NO
Repeat for each license including dormant (zero sales)
End of data submission
Invoice /statement received
Payments made/ received
User can edit submitted data at any time within the 5 working day period for data submission
Installation count for Qualifying Costs
System validation checks
Data stored in Register
External Access locked after 5 WD
Market share & contribution calculations & stored
Internal checks and validation of data
Data approved
Internal checks on calculations
Invoices/ Statements produced

14. Switching of FIT Installations

Chapter Summary

This chapter provides guidance to Licensees on what steps to take to switch a FIT installation to another Licensee following a request by a generator.

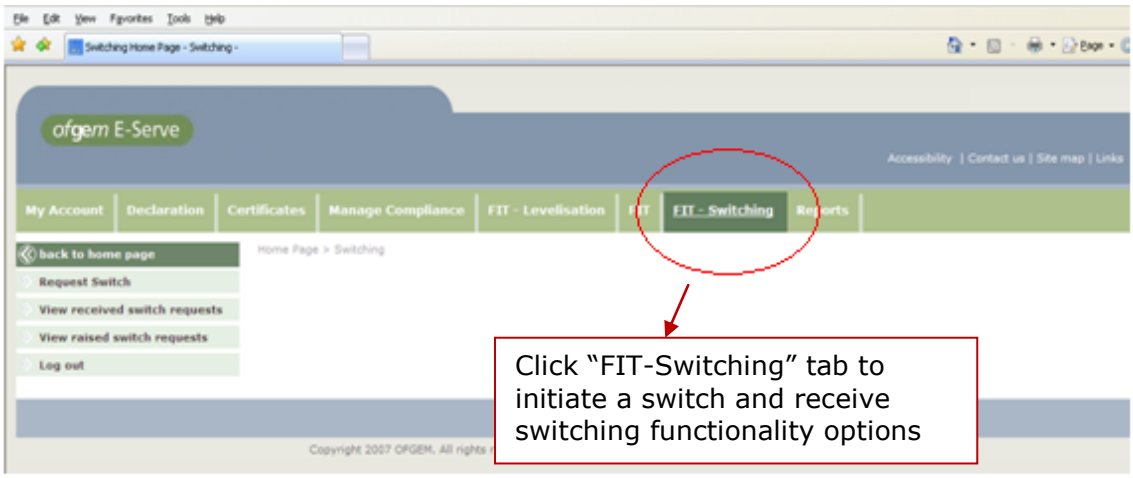
14.1. Switching occurs when an existing generator receiving FIT payments seeks to switch away from their current Licensee and receive payments from a different one. A summary of the overall process is provided below.


Generator approaches new licensee and requests switch
New licensee checks installation details on CFR
The proposed switch date and FIT Terms agreed between both parties
New licensee completes "Request Switch" on CFR & enters switch date
Notification email sent to both licensees
Current licensee accepts or declines the switch request
Switch completed
New licensee enters agreed reading(s) into CFR and completes switch
New licensee agrees final meter reading(s) with current licensee
New licensee informs generator & requests meter reading on switch date
Notification email sent to both licensees
ACCEPT
Once resolved , new licensee can "Request Switch" again to restart process
New licensee informs generator and seeks to resolve dispute
Notification email sent to both licensees
DECLINE

14.2. A copy of the complete process that has been developed and agreed with Licensees can be obtained from the FIT team at Ofgem via **FITregister@ofgem.gov.uk**

Commence switch

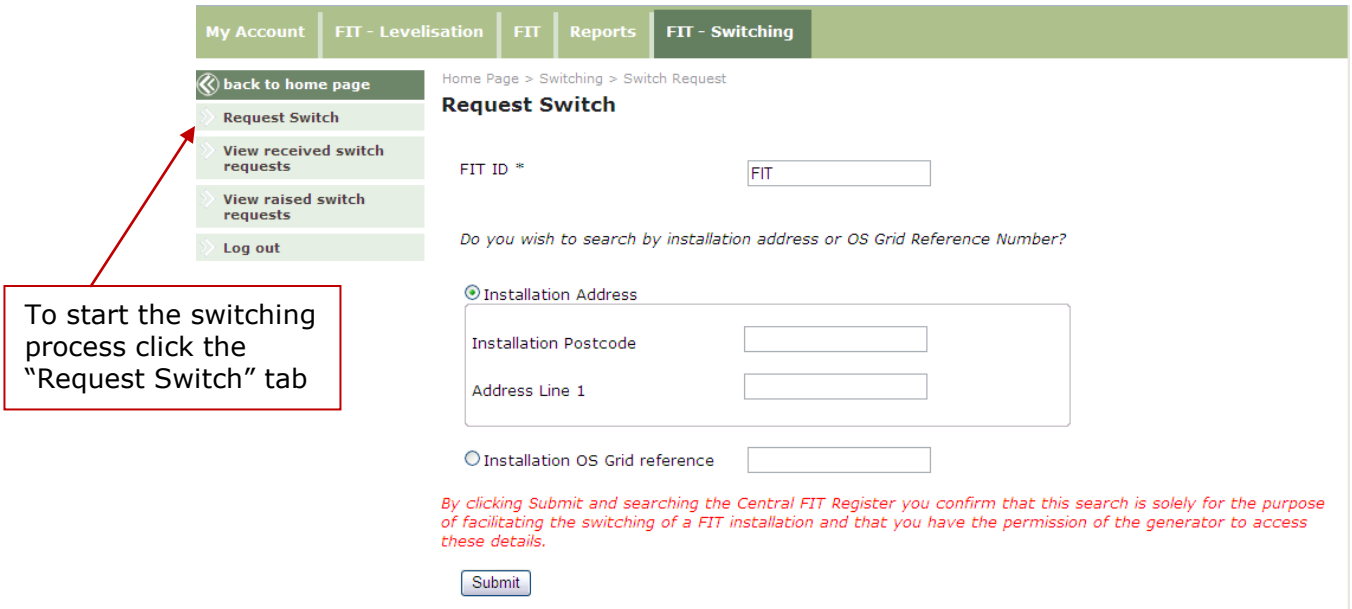
14.3. The switching of FIT Licensee process starts once a Generator has approached a new Licensee and requested to switch.



14.4. At present access to switching functions is only available to FIT Super Users of the CFR.

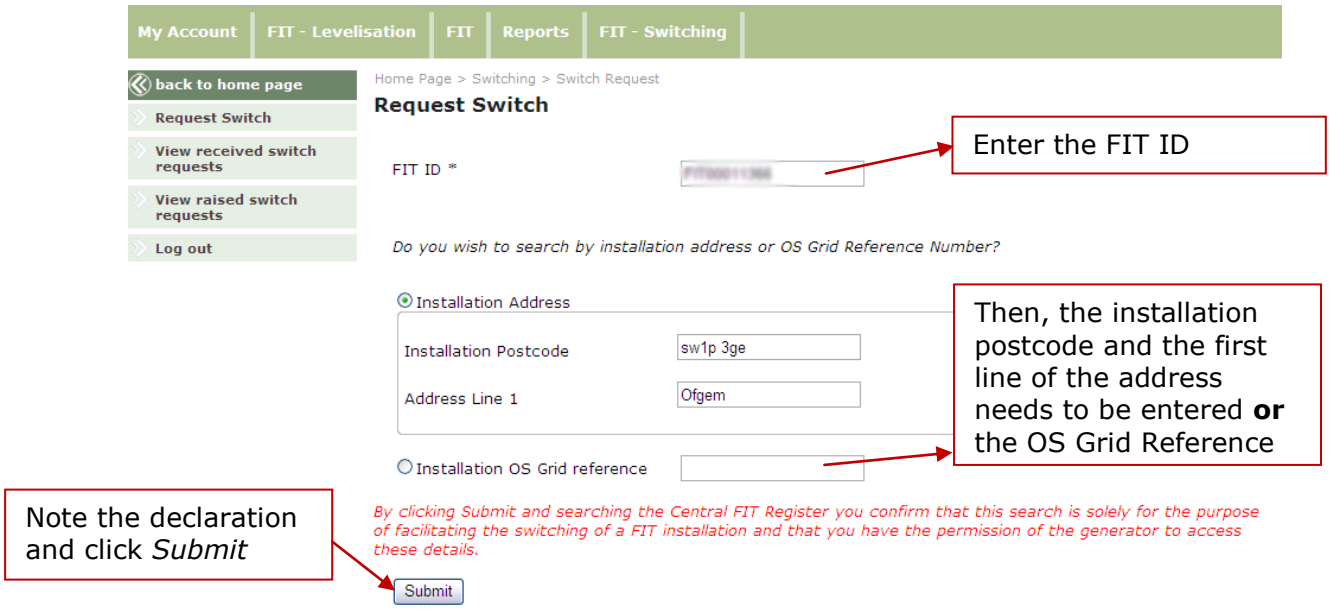
Confirmation of Installation/Generator details

14.5. Once a switching request has been received, the first step for the potential new Licensee to check the installation and generator details on the CFR.


My Account
FIT - Levelisation
FIT
Reports
FIT - Switching
back to home page
Request Switch
View received switch requests
View raised switch requests
Log out
Home Page > Switching > Switch Request
Request Switch
FIT ID *
FIT
Do you wish to search by installation address or OS Grid Reference Number?
Installation Address
Installation Postcode
Address Line 1
Installation OS Grid reference
By clicking Submit and searching the Central FIT Register you confirm that this search is solely for the purpose of facilitating the switching of a FIT installation and that you have the permission of the generator to access these details.
Submit
To start the switching process click the "Request Switch" tab

14.6. These details are displayed once the correct FIT ID as well as site location (the postcode and first line of the address or the OS Grid Reference).

Please note the declaration at the bottom of the screen.


My Account
FIT - Levelisation
FIT
Reports
FIT - Switching
back to home page
Request Switch
View received switch requests
View raised switch requests
Log out
Home Page > Switching > Switch Request
Request Switch
FIT ID *
Enter the FIT ID
Do you wish to search by installation address or OS Grid Reference Number?
Installation Address
Installation Postcode
sw1p 3ge
Address Line 1
Ofgem
Then, the installation postcode and the first line of the address needs to be entered or the OS Grid Reference
Installation OS Grid reference
Note the declaration and click Submit
By clicking Submit and searching the Central FIT Register you confirm that this search is solely for the purpose of facilitating the switching of a FIT installation and that you have the permission of the generator to access these details.
Submit

14.7. For a matching set of FIT ID and installation site information, details of both the installation and the generator will be displayed. Please note that it is not possible to switch an installation which is subject to any of the following:

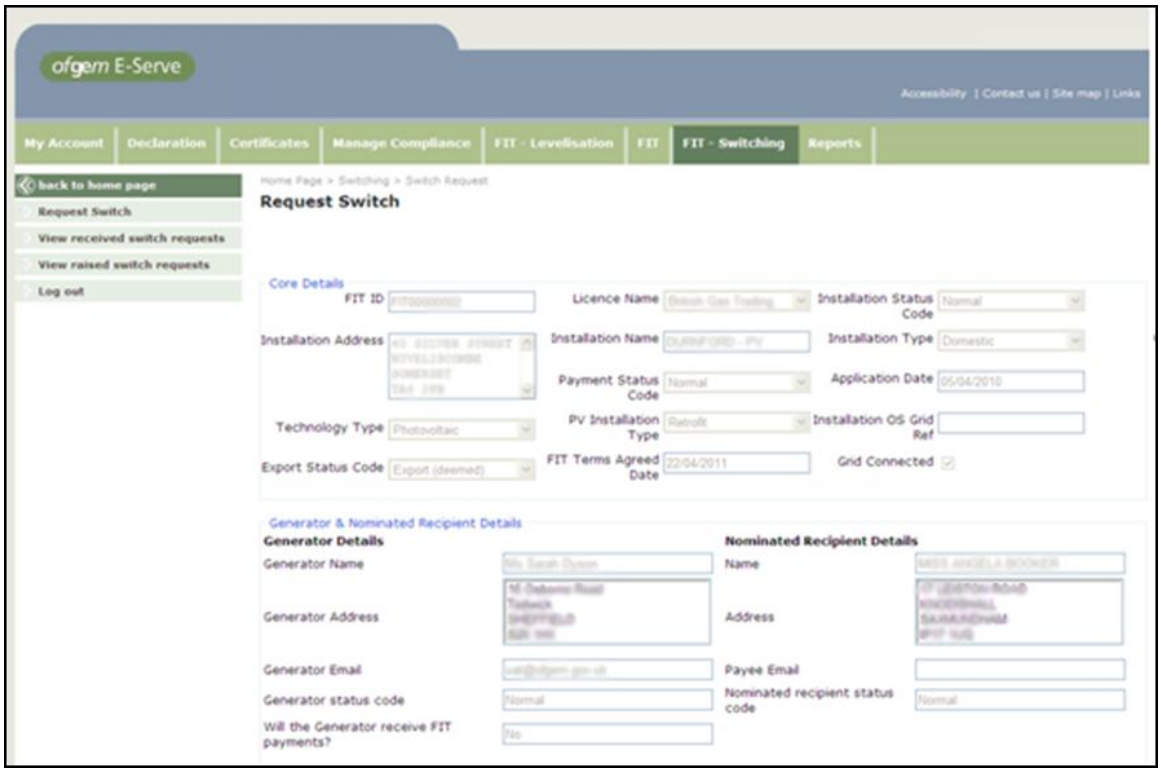
- The installation or the generator is currently under investigation or suspended
- The statement of FIT terms with the current Licensee has not been agreed
- The installation is currently in an active switching process

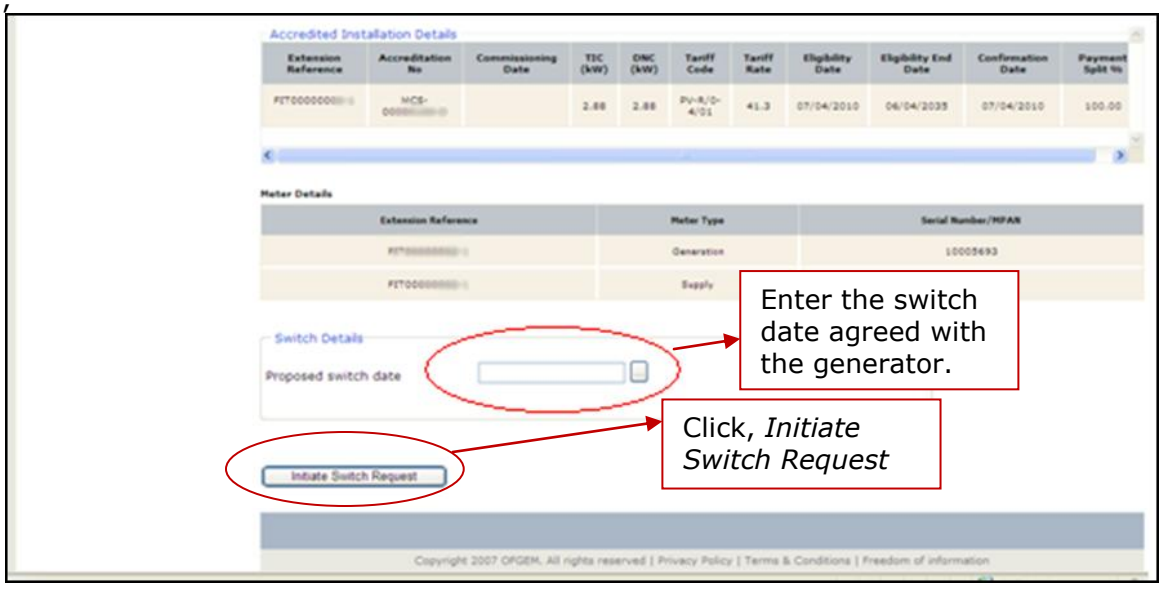
14.8. If the installation to be switched shares a generation or export meter with another installation at the same site then a notification will appear.

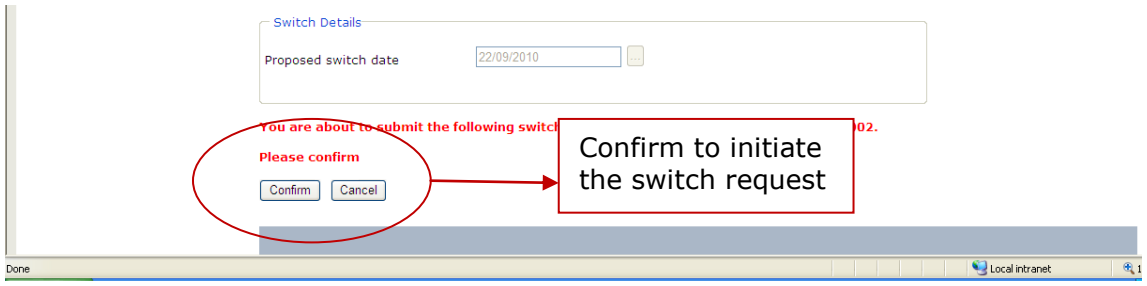
14.9. Once the potential new Licensee is satisfied that the details provided by the generator match what is already on the CFR, both a switching date and a new statement of FIT terms can be agreed. Once these are in place the switch can formally be requested via the FIT Register.

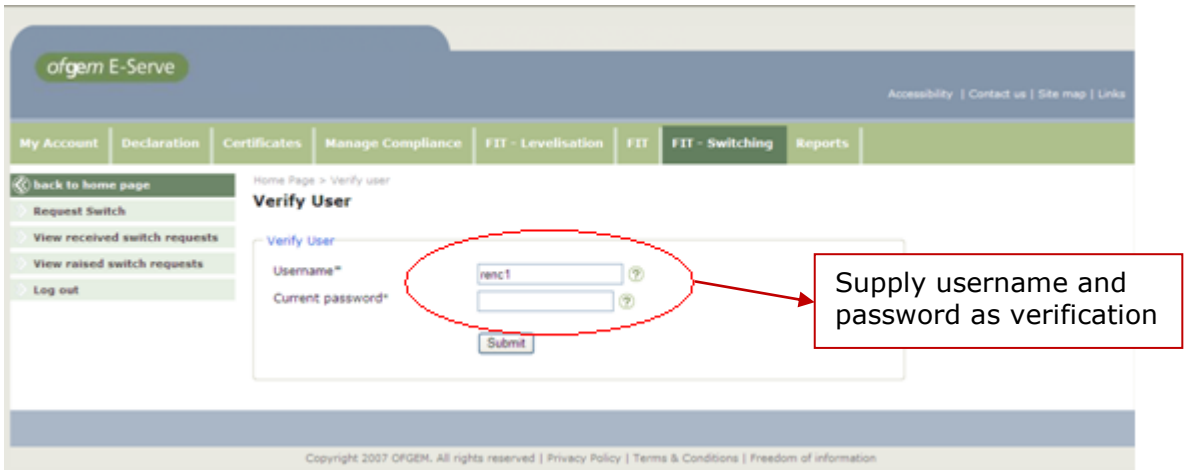
14.10. Select the *Request Switch* link and re-enter the FIT ID and site location details as before. Now that a switch date (and FIT terms) have been agreed with the generator a request to the current Licensee to commence the switch can be made.

14.11. To complete the request, the user must enter their username and password. Once entered, an email requesting the switch is sent to both the current and prospective Licensees. Once initiated, the switch request remains active for **110 days**. During this time, the current Licensee may not edit the installation or add additional capacity. If the switch is not completed within the time period, the request is cancelled automatically.


ofgem E-Serve
My Account
Declaration
Certificates
Manage Compliance
FIT - Levelisation
FIT
FIT - Switching
Reports
back to home page
Request Switch
View received switch requests
View raised switch requests
Log out
Request Switch
Core Details
FIT ID
Licence Name
Installation Status Code
Installation Address
Installation Name
Installation Type
Payment Status Code
Application Date
Technology Type
PV Installation Type
Installation OS Grid Ref
Export Status Code
FIT Terms Agreed Date
Grid Connected
Generator & Nominated Recipient Details
Generator Details
Generator Name
Generator Address
Generator Email
Generator status code
Will the Generator receive FIT payments?
Nominated Recipient Details
Name
Address
Payee Email
Nominated recipient status code


Accredited Installation Details
Meter Details
Switch Details
Proposed switch date
Initiate Switch Request
Enter the switch date agreed with the generator.
Click, *Initiate Switch Request*


Switch Details
Proposed switch date
22/09/2010
Please confirm
Confirm
Cancel
Confirm to initiate the switch request
Done
Local intranet

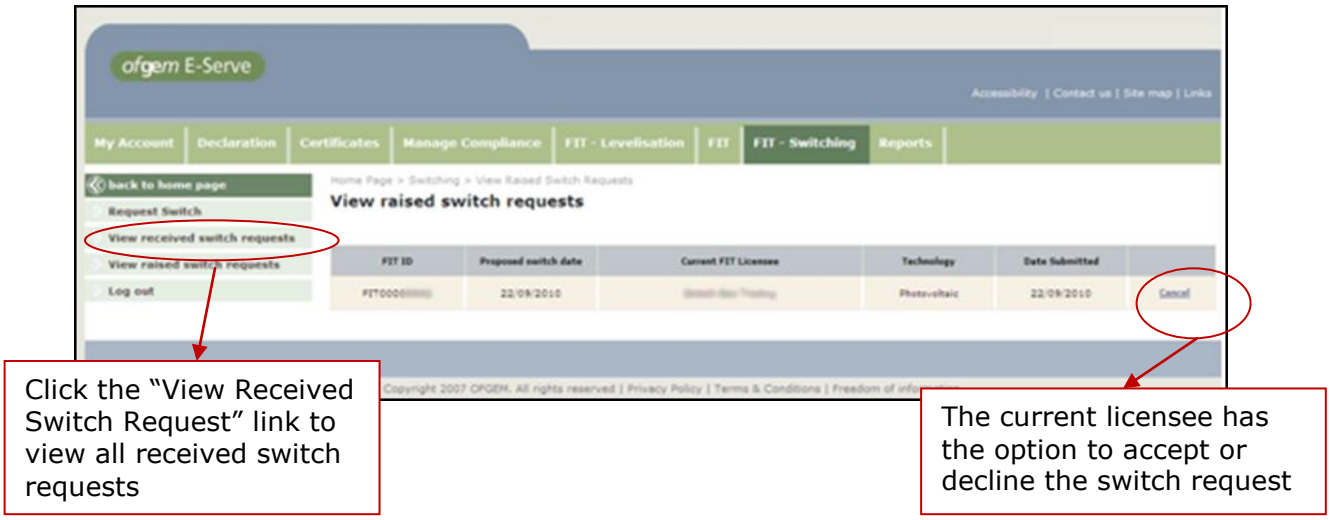


Viewing Raised Switch Requests

14.12. By selecting *View raised switch requests*, a Licensee can view all the switching requests that they have made. The Licensee also has the option to cancel a switch request at any time up to the point it is completed.

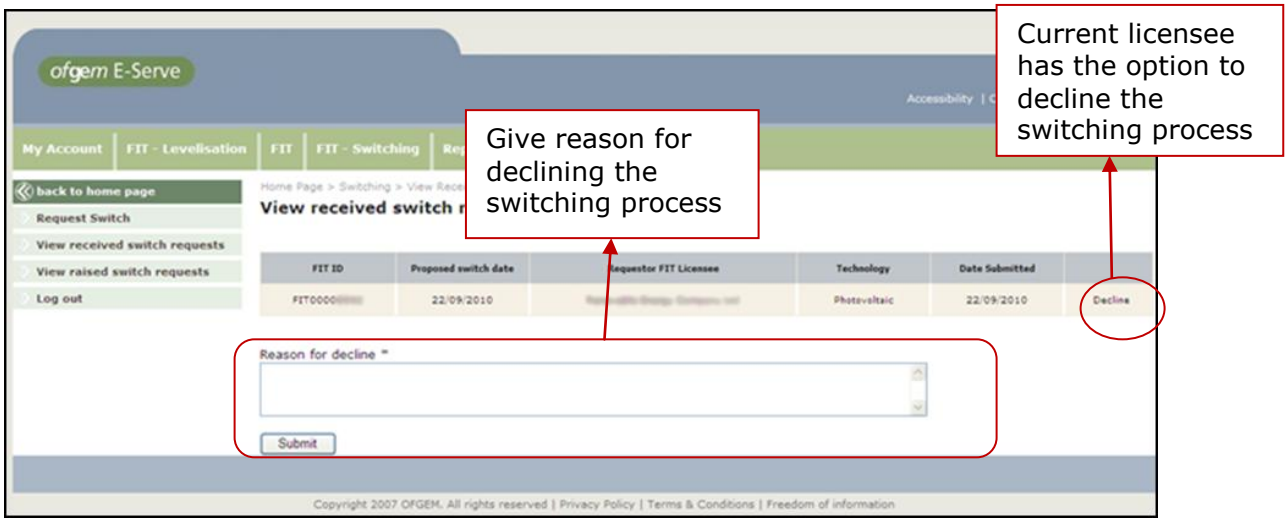
Viewing received switch requests

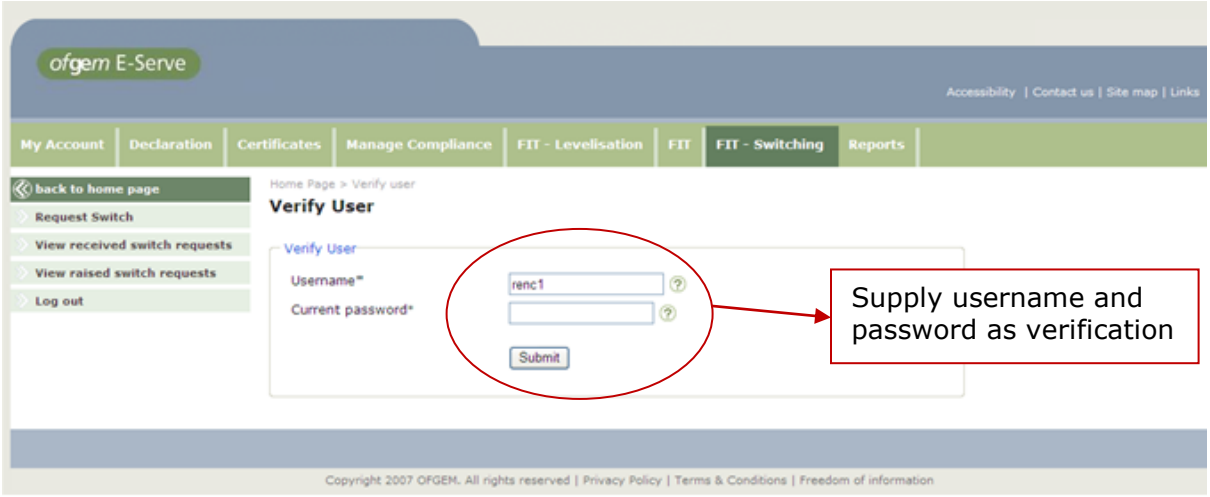
14.13. Licensees can view all the switch requests they have received by selecting the *View received switch requests* link. Once an email notification has been received informing a Licensee that a switch request has been raised, the Licensee should view select the *View received switch requests* link and accept or decline the request.



Declining a switch request

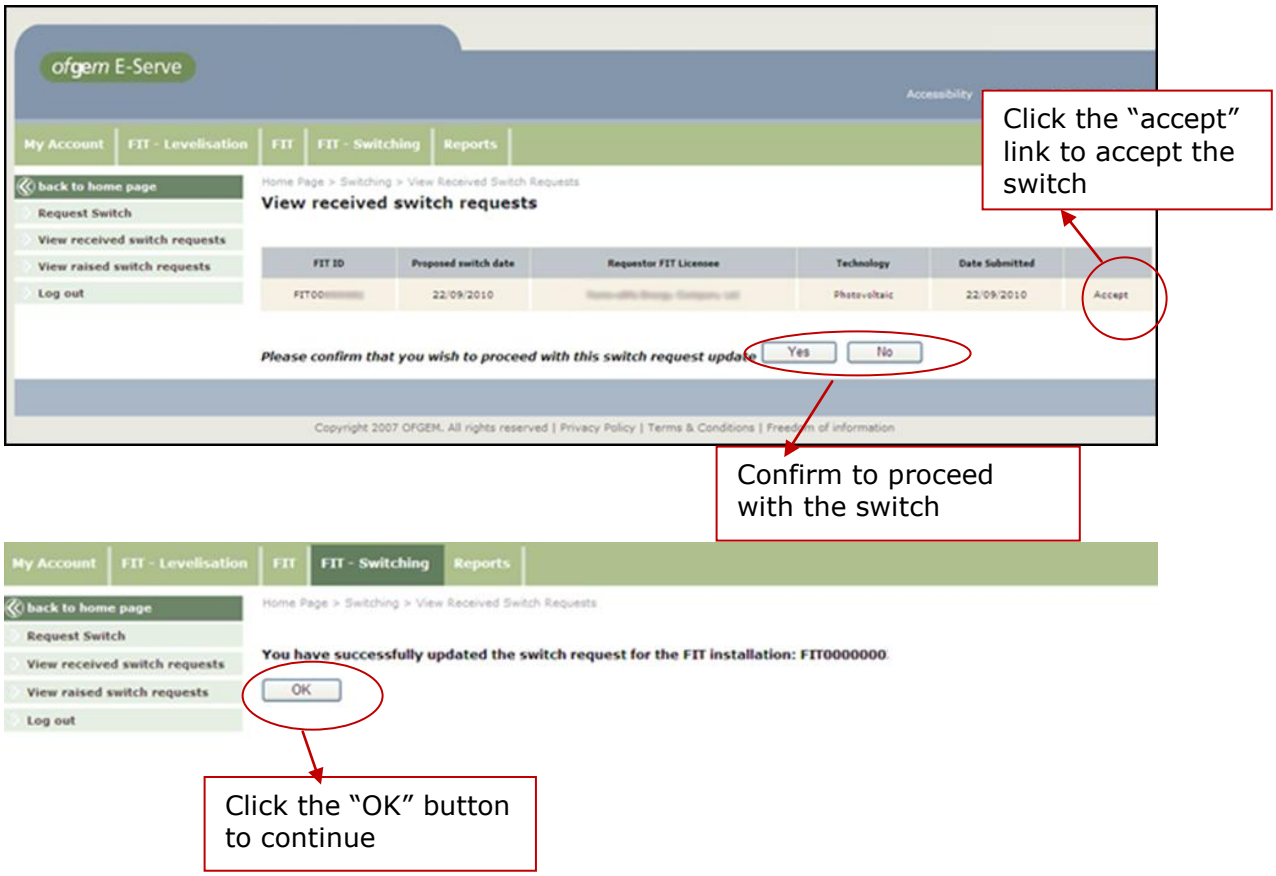
14.14. If the current FIT Licensee decides to decline the switch request, a reason for declining the switch must be provided. The username and password of the user must then be entered for security. Once completed a notification email is sent to both Licensees and the switch request is closed. Should the reason for the objection be resolved, the potential new Licensee simply restarts the switching process.





Accepting a switch request

14.15. To accept the switch request, the current Licensee user clicks the Accept link and confirms the request. Once again, to verify the user the username and password must be entered. An email notification confirming acceptance of the switch is then sent to both Licensees.



Completing the switch

14.16. Once the switch has been agreed by both Licensees it is then up to the generator to provide meter readings on the agreed day.

14.17. Please note that this switching process assumes that there will be communications between Licensees regarding the switch that are managed externally to the CFR. For example, when the switch request is accepted by the current Licensee, an indicative reading range that the Licensee is willing to accept as a closing reading may be provided.

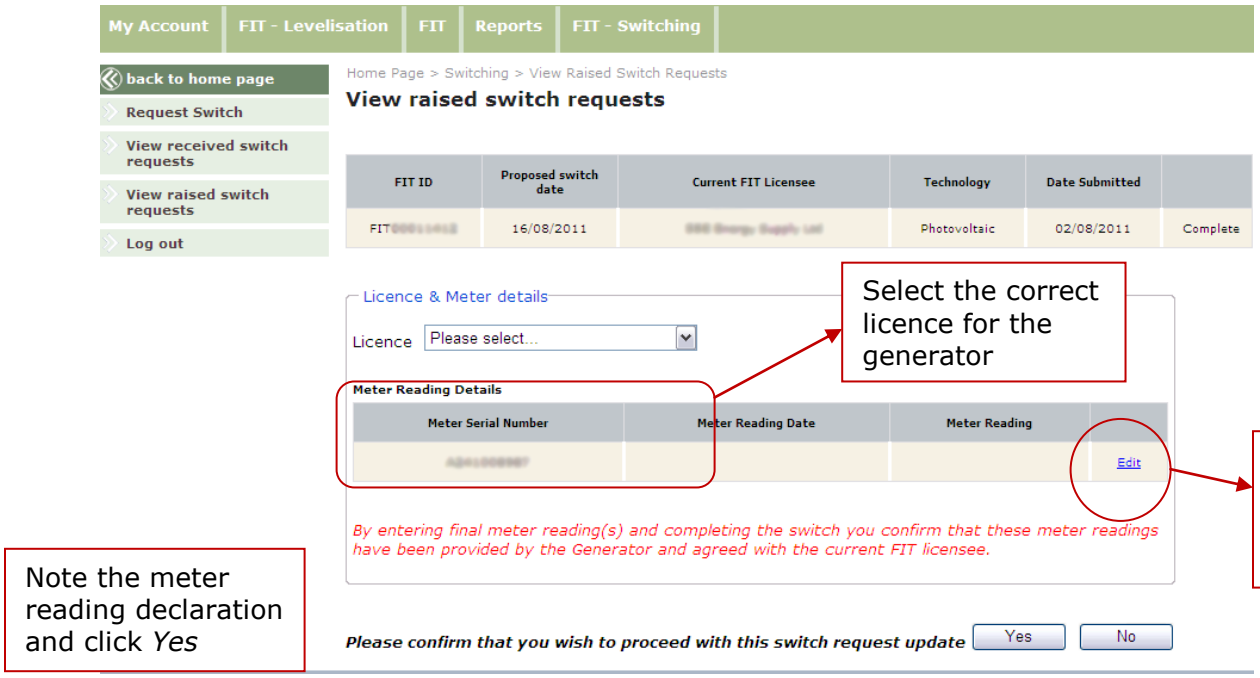
14.18. To complete the switch, the new Licensee must view raised requests by selecting the *View raised requests* link and selecting *Complete* for the appropriate request.

Click the "view raised switch requests" to view all live switch requests
Click the "complete" link to complete the switch or the "cancel" link to cancel
Manage Compliance
FIT - Levelisation
FIT
FIT - Switching
back to home page
Request Switch
View received switch requests
View raised switch requests
Log out
Home Page > Switching > View Raised Switch Requests
View raised switch requests
FIT ID
Proposed switch date
Current FIT Licensee
Technology
Date Submitted
22/09/2010
Photovoltaic
22/09/2010
Complete
Cancel
Copyright 2007 OFGEM. All rights reserved | Privacy Policy | Terms & Conditions | Freedom of information

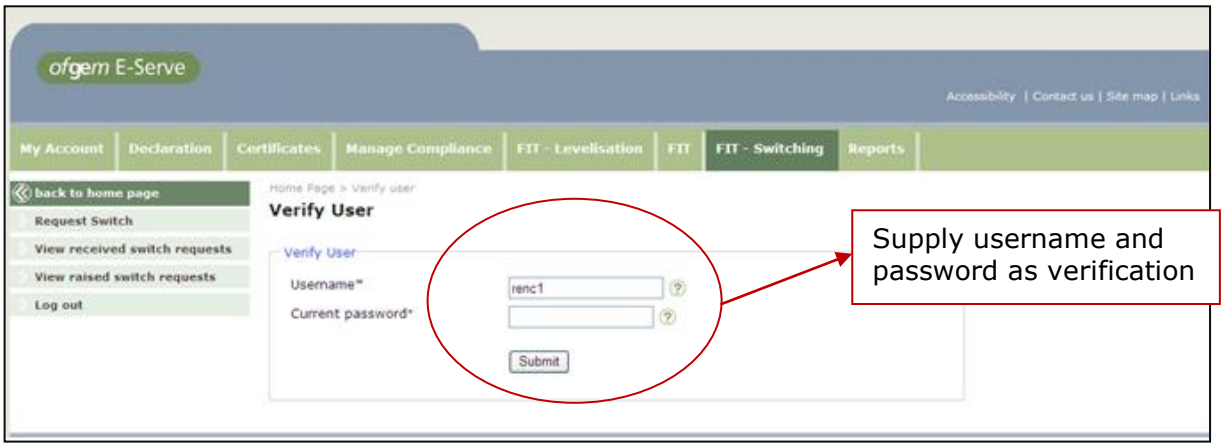
14.19. The new Licensee can now select a supply Licensee against which to register the FIT installation. At this time the closing/opening generation meter reading(s) and date of the reading must be entered.

14.20. **Please note**, there is a declaration stating that when entering the meter reading(s), the new Licensee confirms that the reading has been agreed (external to the FIT register) with the current incumbent Licensee.

Please note the declaration at the bottom of the screen.



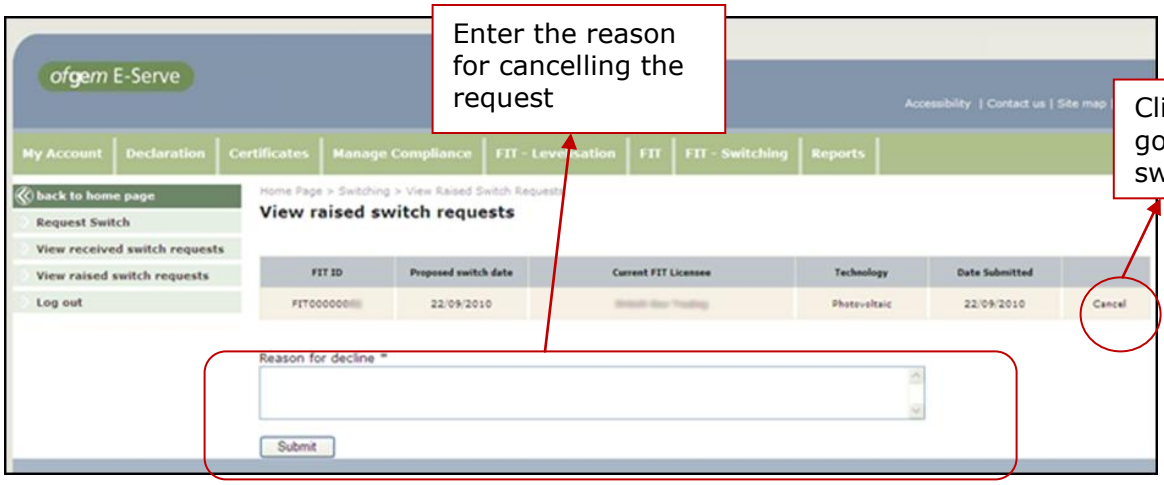
14.21. By choosing yes to confirm that the switching process should proceed the next screen then prompts for verification using a username and password.



Cancelling a switch request

14.22. The requesting Licensee can cancel a switch request that has been raised at any time until the *Complete* option is selected, even if the current Licensee has agreed to the switch.

14.23. If a request is cancelled, the Licensee must enter a reason for the cancellation. Following the verification of the user, an email notification of the cancellation is sent to both Licensees and the request is cancelled.



15. Support

Chapter Summary

This chapter summarises the support provided by Ofgem to assist FIT Licensees access and use the CFR.

15.1. Between the hours of 09.00 and 17.00 Monday to Friday (excluding Bank Holidays and between Christmas and New Year) email support will be provided via the **FITregister@ofgem.gov.uk** email address by the Central Register Team within Environmental Programmes. This support will cover both operational and technical issues. Examples of this support include:-

- Access issues
- General enquiries
- Change Requests
- Removal of Installations